



# A Guide to QuarkCopyDesk 2016

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# About this guide

You do not need to read the QuarkCopyDesk® documentation from beginning to end. Instead, use this guide to quickly look up information, find out what you need to know, and get on with your work.

## What we're assuming about you

In writing this guide, we assume that you are familiar with your computer and know how to:

- Launch an application
- Open, save, and close files
- Use menus, dialog boxes, and palettes
- Work within a networked computing environment
- Use the mouse, keyboard commands, and modifier keys

Consult the documentation provided with your computer or other resources if you need more information in any of these areas.

## Where to go for help

If you're new to QuarkCopyDesk, or if you want to explore one of its other longstanding features, consult the following resources:

- Third-party books
- General books about desktop publishing

If your issues are at the system level — saving files, moving files, activating fonts, for example — consult the documentation resources provided with your computer.

## Conventions

Formatting conventions highlight information to help you quickly find what you need.

- **Bold type style:** The names of all dialog boxes, fields, and other controls are set in bold type. For example: "Click **OK**."
- **References:** In descriptions of features, parenthetical references guide you in accessing those features. For example: "The **Find/Change** dialog box (**Edit** menu) lets you find and replace text."
- **Arrows:** You will often see arrows (>), which map out the menu path to a feature. For example: "Choose **Edit > Style Sheets** to display the **Style Sheets** dialog box."
- **Icons:** Although many tools and buttons are referenced by name, which you can see by displaying ToolTips, in some cases icons are shown for easy identification. For example, "Click the  button on the **Measurements** palette to center text."
- **Cross-platform issues:** This application is quite consistent across operating systems. However, some labels, buttons, key combinations, and other aspects of the application must differ between Mac OS® and Windows® because of user interface conventions or other factors. In such cases, both the Mac OS and Windows versions are presented, separated by a slash, with the Mac OS version presented first. For example, if the Mac OS version of a button is labeled **Select**, and the Windows version is labeled **Browse**, you are directed to "Click **Select/Browse**." More complex cross-platform differences are mentioned in notes or parenthetical statements.

### Technology note

Quark developed QuarkCopyDesk for Mac OS and Windows to give publishers control over typography, color, and collaboration, particularly with content in QuarkXPress® projects. In addition to unique typographic controls, QuarkCopyDesk offers comprehensive font management with TrueType®, OpenType®, and Unicode® support. Designers can use PANTONE® (the PANTONE MATCHING SYSTEM®), Trumatch®, Focoltone®, DIC®, and Toyo to add color to articles.

You can import files from applications such as Microsoft® Word, WordPerfect®, Adobe® Illustrator®, and Adobe Photoshop®. You can output content as PostScript® or in PDF format for Adobe Acrobat® Reader®. Using features such as Composition Zones®, you can be sure that multiple people share specifications to produce consistent publications, even while working on a single publication simultaneously.

The QuarkCopyDesk software architecture lets you and software developers expand publishing capability. Through XTensions® software technology, third-party developers can create custom modules for QuarkCopyDesk. QuarkXTensions® (Quark® XTensions software) also provide a modular approach for meeting your particular publishing needs. And if you can write AppleScript® scripts, you can use this scripting language from Apple® to automate many QuarkCopyDesk activities.

# The user interface

Skimming through the QuarkCopyDesk user interface, you will find that many commands are familiar or self-explanatory. Once you become familiar with QuarkCopyDesk menus and dialog boxes, you will discover that keyboard commands and palettes offer convenient access to features that you can also access through menus.

## Menus

The topics below describe the menus and menu items available in QuarkCopyDesk.

### QuarkCopyDesk menu (Mac OS only)

The **QuarkCopyDesk** menu is a part of QuarkCopyDesk for Mac OS X. This menu contains the same commands as in the application menu for other Mac OS X applications — to hide or show QuarkCopyDesk and other applications, to access preferences, and to quit QuarkCopyDesk. This menu includes the following commands:

- **About QuarkCopyDesk:** Use this command to display information about QuarkCopyDesk such as the version number and the build number.
- **Edit License Code:** Use this command to change the validation code of an installed copy of QuarkCopyDesk. By changing this code, you can change a Test Drive version (formerly called "evaluation copy") of QuarkCopyDesk into a fully functional version, change the languages supported by the user interface, or change QuarkCopyDesk into a Plus edition.
- **Transfer QuarkCopyDesk License:** Use this command to deactivate QuarkCopyDesk on one computer so that you can activate it on a different computer. Available only when QuarkCopyDesk has been activated. This option displays only if you have installed with a validation code that requires activation.
- **Activate QuarkCopyDesk:** Use this command to activate QuarkCopyDesk on your computer. Available only when QuarkCopyDesk is running in demo mode. This option displays only if you have installed with a validation code that requires activation.
- **Check for Updates:** Use this command to check for updates to QuarkCopyDesk
- **Quark Update Settings:** Use this command to configure automatic update settings.
- **Preferences:** Lets you modify default values and settings. For more information, see "[Preferences](#)."
- **Quit QuarkCopyDesk:** Exits the application.

### File menu

The **File** menu enables you to manipulate electronic files in many ways, including the ability to create, open, print, and save. This menu includes the following commands:

- **New:** Use the submenu to create an article.
- **Open:** Use this option to open article files.
- **Open Recent:** Use this option to open an article from a list of recently opened files.
- **Close:** Closes the active article.
- **Save:** Use this option to save the active article.
- **Save As:** Use this option to save a copy of the active article.
- **Revert to Saved:** Returns the active article to the state it was in when it was last saved.
- **Import:** Use this option to import text or a picture into a component. If you import text into a picture component, the picture component changes to a text component. If you import a picture into a text component, the component changes into a picture component.
- **Save Text:** Use this option to save the text of a text component in a text-based format (such as Microsoft Word).
- **Append:** Use this option to append style sheets, colors, and a variety of other types of resources from another file.
- **PDF:** Use this option to create a PDF from the active article (see "[Exporting an article in PDF format](#)").
- **Print:** Use this option to print the active file (see "[Printing an article](#)").
- **Article Setup:** Displays the **Article Setup** dialog box, which lets you set the page size and orientation, control whether the article uses facing pages, and create and configure the article's master components.
- **Exit (Windows only) :** Use this option to exit the application.

### Edit menu

The **Edit** menu includes the following commands:

- **Undo:** Undoes the last action.
- **Redo:** Redoes an undone action.
- **Cut:** Cuts the selected content.
- **Copy:** Copies the selected content to the clipboard.
- **Paste:** Pastes the clipboard contents on the active page.
- **Paste Without Formatting:** Pastes the clipboard contents as plain text.
- **Delete (Windows only):** Deletes the active content.
- **Select All:** Selects all content in the active box or text path.
- **Show Clipboard (Windows only):** Displays the contents of the clipboard.

- **Find/Change:** Displays the **Find/Change** palette, which you can use to find and change text based on content, formatting, or both.
  - **Preferences (Windows only):** Lets you modify default values and settings. For more information, see "[Preferences](#)."
  - **Colors:** Lets you add, edit, and delete color definitions. For more information, see "[Working with colors](#)."
  - **Style Sheets:** Lets you add, edit, and delete style sheet definitions. For more information, see "[Working with style sheets](#)."
  - **Conditional Styles:** Lets you add, edit, and delete conditional styles. For more information, see "[Working with conditional styles](#)."
  - **Bullet, Numbering, and Outline Styles:** Lets you add, edit, and delete bullet, numbering, and outline styles. For more information, see "[Bullets and numbering](#)."
  - **Footnote Styles:** Lets you add, edit, and delete footnote styles. For more information, see "[Working with footnotes and endnotes](#)."
  - **Underline Styles:** Lets you access and modify underline styles.
  - **Hyperlinks:** Lets you add, edit, and delete hyperlinks including URLs, anchors, and page links.
  - **Hanging Characters:** Lets you add, edit, and delete custom hanging character definitions. For more information, see "[Working with hanging characters](#)."
  - **Lists:** Lets you add, edit, and delete list definitions. The Lists feature is a tool for automatically generating tables of contents and other types of listed content. For more information, see "[Working with lists](#)."
  - **H&Js:** Lets you add, edit, and delete H&J (hyphenation and justification) definitions. H&Js let you control how text breaks. For more information, see "[Controlling hyphenation and justification](#)."
  - **Dashes and Stripes:** Lets you add, edit, and delete custom line patterns.
  - **Font Sets:** Lets you add, edit, and delete custom scaling, sizing, and direction for specific fonts.
- ➔ This feature is considered an East Asian feature and is only available when you have the East Asian preference enabled (**QuarkCopyDesk/Edit > Preferences > East Asian**).
- **Output Styles:** Lets you add, edit, and delete output style definitions. Output styles let you easily switch between different sets of output options. For more information, see "[Working with output styles](#)."
  - **Mojigumi:** Lets you add, edit, and delete Mojigumi sets and classes. For more information, see "[Working with Mojigumi sets and classes](#)."
- ➔ This feature is considered an East Asian feature and is only available when you have the East Asian preference enabled (**QuarkCopyDesk/Edit > Preferences > East Asian**).

- **Program Language** (*Windows only*): Lets you change the language of the user interface.
- **Note**: Lets you insert, delete, and navigate between notes. For more information, see "[Notes](#)".
- **Insert Inline Table**: Lets you insert an inline table.

### Style menu

The **Style** menu changes depending on whether a text component or a picture component is active.

#### **Style menu for text**

The **Style** menu for text includes commands for specifying character attributes and paragraph formats. This menu includes the following commands:

- **Font**: Lets you change the font of selected text.
  - **Size**: Lets you change the size of selected text.
  - **Type Style**: Lets you apply type styles such as bold, italic, and underline to selected text. The Type Style sub menu also contains **Underline Styles**, **Make Fraction**, **Make Price** and **Remove Custom Underline** (on Mac OS X).
  - **Color**: Lets you change the color of selected text.
  - **Shade**: Lets you set the tint of an applied color.
  - **Opacity**: Lets you control the transparency of selected text.
  - **Horizontal/Vertical Scale** (*Windows only*): Lets you stretch selected text horizontally or vertically.
  - **Kern** (*Windows only*): Lets you add or remove all manual kerning applied between characters, or remove kerning from a kerning pair.
  - **Story Direction**: Lets you specify horizontal or vertical story direction for the selected text box.
- ➡ This feature is considered an East Asian feature and is only available when you have the East Asian preference enabled (**QuarkCopyDesk/Edit > Preferences > East Asian**).
- **Rubi**: Lets you control rubi characters applied to text.
- ➡ This feature is considered an East Asian feature and is only available when you have the East Asian preference enabled (**QuarkCopyDesk/Edit > Preferences > East Asian**).
- **Group Characters**: Lets you place horizontal text in a vertical story.
- ➡ This feature is considered an East Asian feature and is only available when you have the East Asian preference enabled (**QuarkCopyDesk/Edit > Preferences > East Asian**).

- **Alignment:** Lets you align active paragraphs to the left, right, or center. Also lets you justify or force-justify selected paragraphs.
- **Character Alignment:** Lets you align active characters to the top, center, baseline, or bottom.
- ➔ In East Asian configuration, the options are: **ICF Box Top**, **ICF Box Bottom**, **Embox Top**, **Embox Center**, **Embox Bottom** and **Roman Baseline** . These let you align the small characters in a line to the ICF specified by the large characters. In vertical text frames, ICF Top/Right aligns the text to the right of the ICF, and ICF Bottom/Left aligns the text to the left of the ICF.
- **Baseline Shift** (*Windows only*): Lets you move selected text up or down in relation to the baseline without changing line spacing.
- **Character** (*Windows only*): Displays the **Character Attributes** dialog box, which lets you control every aspect of character formatting for selected text.
- **Leading** (*Windows only*): Lets you change the line spacing of selected paragraphs.
- **Formats** (*Windows only*): Displays the **Paragraph Attributes** dialog box, which lets you control every aspect of paragraph formatting for selected text.
- **Tabs** (*Windows only*): Lets you set tab stops for selected paragraphs.
- **Rules** (*Windows only*): Lets you create automatic lines above and below selected paragraphs.
- **Paragraph Style Sheet:** Lets you apply paragraph style sheets to selected text.
- **Character Style Sheet:** Lets you apply character style sheets to selected text.
- **Footnotes/Endnotes:** Lets you view, add and edit footnotes and endnotes.
- **Footnote Separator Style:** Lets you apply a different footnote separator style.
- **Update Style Sheet:** Lets you update a character or paragraph style sheet definition based on local changes to the applied style sheet.
- **Change Case:** Lets you change case of selected text to uppercase, lower case, or title case.
- **Flip Horizontal:** Lets you flip selected text horizontally.
- **Flip Vertical:** Lets you flip selected text vertically.
- **Cross Reference:** Lets you insert and synchronize cross references.
- **Hyperlink:** Lets you modify and apply a hyperlink, page link, or anchor to selected text.
- **Anchor:** Lets you create or modify an anchor for selected text.
- **Remove Manual Kerning** (*Mac OS only*) : Lets you remove all manual kerning applied between characters, or remove kerning from a kerning pair.
- **Bullets and Numbers** (*Windows only*): Lets you apply and remove bullet, numbering, and outline styles.
- **Increase Indent** (*Windows only*): Lets you increase the indent level of a paragraph that has an outline style applied to it.

- **Decrease Indent** (*Windows only*): Lets you decrease the indent level of a paragraph that has an outline style applied to it.
- **Underline Styles** (*Windows only*): Lets you modify and apply an underline style to selected text.

### **Style menu for pictures**

The **Style** menu for pictures includes commands for formatting and editing pictures. This menu includes the following commands:

- **Picture** (*Windows only*) : Displays the **Modify** dialog box, which lets you control a variety of picture attributes. For more information, see "[Working with pictures](#)."
- **Scale**: Lets you change the scale of a picture within a picture component.
- **Rotate**: Lets you rotate a picture within a picture component.
- **Center Picture**: Centers the selected picture in its picture box.
- **Scale Picture To Fill Box**: Reduces or enlarges the selected picture horizontally and vertically to fill its picture box.
- **Scale Picture To Box**: Reduces or enlarges the selected picture horizontally and vertically to fill its picture box.
- **Reset Picture**: Resets the picture in the active picture component to its default scale, skew, and rotation.
- **Halftone** (*Windows only*): Lets you apply a halftone screen pattern to a selected grayscale picture.
- **Flip Horizontal**: Flips the selected picture horizontally.
- **Flip Vertical**: Flips the selected picture vertically.
- **Edit**: Lets you modify and apply a Clipping Path and Runaround to a selected picture or box.
- **Point/Segment Type**: Lets you change the point or segment type of an item so you can manipulate points, curve handles, and line segments.
- **Hyperlink**: Lets you modify and apply a hyperlink, page link, or anchor to a selected picture or box.
- **Anchor**: Lets you create or modify an anchor for a selected picture or box.

### **Component menu**

The **Component** menu includes commands for adding, deleting, and modifying article components. This menu includes the following commands:

- **New**: Lets you add a component to the active article.
- **Properties**: Lets you control the properties of the active component, including the component's name.
- **Delete**: Lets you delete the active component from the active article.
- **Expand All**: In Galley view and Full Screen view, expands all components in the active article.

- **Collapse All:** In Galley view and Full Screen view, collapses all components in the active article.

In addition, this menu includes an item for every component in the active article. You can use these menu items to easily switch between components when in WYSIWYG view.

### View menu

The **View** menu gives you options for viewing articles. This menu includes the following commands:

- **WYSIWYG:** Lets you switch to the WYSIWYG view mode. This view mode is useful for viewing the page as it will appear at output. Options on this submenu let you choose a magnification at which to view the article.
- **Galley View:** Lets you switch to the Galley view mode. This view mode is useful for editing text and checking line breaks.
- **Full Screen View:** Lets you switch to the Full Screen view mode. This view mode is optimized for editing text.
- **Enter Full Screen** (*Mac OS X only*): Lets you switch to full screen mode.
- **Guides:** Displays or hides page guides.
- **Page Grids:** Displays nonprinting gridlines applied to pages.
- **Text Box Grids:** Displays nonprinting gridlines applied to text boxes.
- **Invisibles:** Displays or hides invisible characters.
- **Highlight Content Variables:** Displays indicators for the content variables.
- **Highlight Cross References:** Displays indicators for cross references.
- **Trim View:** Simulates what the page will look like when trimmed by cropping any items that extend beyond the page boundary.
- **Hide Suppressed:** Suppress all items on which the suppress output attribute is applied.
- **Page:** The options on this submenu let you navigate between pages in the active article.
- **Spread Picture:** Displays or hides page elements (such as pictures or lines) for an active article in WYSIWYG view when the article includes page pictures.
- **Show/Hide Rubi:** Displays or hides rubi text. This option is available for **Galley** and **Fullscreen** view only.
- **Show/Hide Notes:** Displays and hides notes.

### Utilities menu

The **Utilities** menu includes the following commands:

- **Insert Character:** Lets you easily insert special characters, including special breaking and nonbreaking spaces.

- **Content Variable:** Lets you insert a content variable as well as create new, edit, remove (not delete) and convert to text..
- **Check Spelling:** Use the submenu to display the **Check Spelling** palette to check the spelling of a word, a selection of text, a component, or an article. On *Mac OS X*, the submenu also allows you to specify and edit the auxiliary dictionary for use in spell checking.
- **Auxiliary Dictionary (*Windows only*):** Lets you specify an auxiliary dictionary for use in spell checking.
- **Edit Auxiliary (*Windows only*):** Lets you edit the auxiliary dictionary associated with the active **Article** .
- **Word and Character Count:** Use the submenu to display the **Word and Character Count** dialog box. This dialog box displays the number of full-width characters, half-width characters, and various other kinds of characters in the active text component or in the layout.
- **Line Check:** Displays a submenu that lets you find widows, orphans, loosely justified lines, lines that end with a hyphen, and overflow situations.
- **Suggested Hyphenation:** Displays the suggested hyphenation for the word containing the text insertion point.
- **Hyphenation Exceptions:** Displays a submenu that allows you to edit the exceptions and also import and export .xml files containing lists of language-specific hyphenation exceptions. Displays the **Hyphenation Exceptions** dialog box.
- **Convert Article Language :** Lets you convert all of the characters in the active article that use a particular character language to a different character language.
- **Usage:** Lets you view and update the usage of fonts, pictures, QuarkVista effects, and Composition Zones that are linked to external data sources.
- **Remove Manual Kerning (*Windows only*):** Lets you remove all manual kerning applied between characters, or remove kerning from a kerning pair.
- **Font Mapping:** Lets you create and edit rules for substituting a new font for a font that is requested by a project but which is not installed on your computer.
- **Component Status (*Windows only*):** Lets you view the status of required software components.
- **PPD Manager :** Lets you control which PostScript Printer Description files (PPDs) are loaded in the **Print** dialog box.
- **Convert Old Underlines:** Converts all underlines in the active text chain from QuarkXPress 3.x (Stars & Stripes) format to Type Tricks format.
- **XTensions Manager:** Lets you control which XTensions modules are loaded when the application is launched.
- **Redline:** Use the submenu to turn automatic tracking and highlighting on and off. You can also use this submenu to display the **Redline** palette.
- **Check Out License/Check In License:** Displays only if you have installed the application for use with Quark License Administrator (QLA). Lets you check licenses in and out.

## Window menu

The **Window** menu enables you to control the on-screen display of open windows and palettes. This menu includes the following commands:

- **New Window:** Displays the active project in a new window. You can then view different parts of the project in each window.
- **Split Window:** Splits the project window into two parts. You can then view different parts of the project in each part of the window.
- **Bring All to Front** (*Mac OS X only*): Positions and displays all open windows.
- **Tile** (*Mac OS X only*): Tiles all open windows horizontally to fit on the screen.
- **Tile Horizontally** (*Windows only*): Tiles all open windows horizontally to fit on the screen.
- **Tile Vertically** (*Windows only*): Tiles all open windows vertically to fit on the screen.
- **Palette Sets:** Use the submenu to store and recall arrangements of palettes.
- **Turn Hiding On** (*Mac OS X only*): Allows you to display and hide groups of docked palettes.
- **Advanced Image Control:** Displays and hides the **Advanced Image Control** palette.
- **Colors:** Displays and hides the **Colors** palette.
- **Color Blends:** Displays and hides the **Color Blends** palette. For more information, see "[Creating multi-color blends](#)."
- **Conditional Styles:** Displays the **Conditional Styles** palette. For more information, see "[Working with conditional styles](#)."
- **Footnote Styles:** Displays and hides the **Footnote Styles** palette. For more information, see "[Working with footnotes and endnotes](#)."
- **Content Variables:** Displays and hides the **Content Variables** palette.
- **Glyphs:** Displays and hides the **Glyphs** palette.
- **Hyperlinks:** Displays and hides the **Hyperlinks** palette.
- **Lists:** Displays and hides the **Lists** palette.
- **Table Styles:** Displays and hides the **Table Styles** palette.
- **Measurements:** Displays and hides the **Measurements** palette.
- **Redline:** Displays and hides the **Redline** palette.
- **Style Sheets:** Displays and hides the **Style Sheets** palette.

In addition, this menu includes an item for every open window. You can use these menu items to easily switch between windows.

## Help menu

The **Help** menu provides access to the online help. This menu includes the following commands:

- **Search** Use this command to search the local help file.
- **Help Topics** (*Mac OS X only*): Use this command to display the online help.
- **Contents** (*Windows only*): Use this option to view the **Contents** tab of the **Help** window.
- **Index** (*Windows only*): Use this option to view the **Index** tab of the **Help** window.
- **Transfer QuarkCopyDesk License** (*Windows only*): Use this option to transfer your license to another computer.
- **About QuarkCopyDesk** (*Windows only*): Use this command to display information about QuarkCopyDesk, such as the version number and the build number.
- **Edit License Code** (*Windows only*): Use this command to change the validation code of an installed copy of QuarkCopyDesk. By changing this code, you can change a Test Drive version (formerly called "evaluation copy") of QuarkCopyDesk into a fully functional version, change the languages supported by the user interface, or change QuarkCopyDesk into a Plus edition.
- **Check for Updates** (*Windows only*): Use this command to check for updates to QuarkCopyDesk.
- **Quark Update Settings** (*Windows only*): Use this command to configure automatic update settings.

### Context menus

QuarkCopyDesk offers a wide variety of functionality through context menus. To display a context menu, Control+click (*Mac OS X*) or right-click in text, on a picture, or on a palette.

### Palettes

To open or display a palette, check the palette name in the **Window** menu.

To close an open palette, click the close box in the upper-left corner of the palette, uncheck the palette name in the **Window** menu, or use the appropriate keyboard equivalent.

(*Mac OS X only*) Palettes can be vertically docked to the left and right edges of the screen, and docked palettes on screen edges form a group and can be moved as a group. You can also hide groups of docked palettes by choosing **Window > Turn Hiding On**. Docked palettes contain snaps giving a unified look to the application. In the document window, the resize (+) button can be used to unsnap / snap a window to the palettes. A splitter is added between the window and palette edges so that resizing the palette also resizes the window.

- ➔ Due to its width, the **Measurements** palette can only be docked horizontally to the upper or lower edge of the screen.

(*Mac OS X only*) Palettes can be dragged and merged into any palette groups. When dragging, a thumbnail is shown indicating whether the palette will be merged or placed

above. A blue line indicator is shown in the palette group to indicate the location the palette will be dropped.

### Measurements palette

You can use the **Measurements** palette to access many of the commands available through dialog boxes.

The selection of tabs displayed on the **Measurements** palette depends on which items are active, and the display of any tab changes to fit the item or items that are active.

#### Measurements palette - Mac OS X

When a text component with corresponding geometry is selected, the **Measurements** palette displays the following tabs:

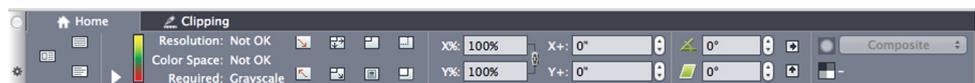
- **Home** tab: Contains often-used controls.



- **Character** tab: Contains controls allowing you to set the character attributes of the currently selected text.
- **Paragraph** tab: Contains controls allowing you to set the paragraph attributes of the currently selected text.
- **Rules** tab: Contains controls allowing you to set the rules attributes of the currently selected text.
- **Tabs** tab: Contains controls allowing you to set up the tabs in the currently selected text.

When a picture component is selected, the **Measurements** palette displays the following tabs:

- **Home** tab: Contains often-used controls.



- **Clipping** tab: Contains controls allowing you to set the clipping attributes of the currently selected picture box.

Both versions of the palette let you switch among Full Screen, Galley, and WYSIWYG view using the buttons on the left end.

#### Measurements palette - Windows

When a text component with corresponding geometry is selected, the **Measurements** palette displays the following tabs:

- **Classic** tab: Contains often-used controls.

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- **Character Attributes** tab: Contains controls allowing you to set the character attributes of the currently selected text. These can also be set using the controls from the **Character Attributes** dialog box (**Style > Character**).
- **Paragraph Attributes** tab: Contains controls allowing you to set the paragraph attributes of the currently selected text box. These can also be set using the controls from the **Formats** tab of the **Paragraph Attributes** dialog box (**Style > Formats**).
- **Tabs** tab: Contains controls allowing you to set up the tabs in the currently selected text box. These can also be set using the controls from the **Tabs** tab of the **Paragraph Attributes** dialog box.

When a picture component is selected, the **Measurements** palette displays the following tabs:

- **Classic** tab: Contains often-used controls.
- **Clipping** tab: Contains controls allowing you to set the clipping attributes of the currently selected picture box. These can also be set using the controls from the **Clipping** tab of the **Modify** dialog box.

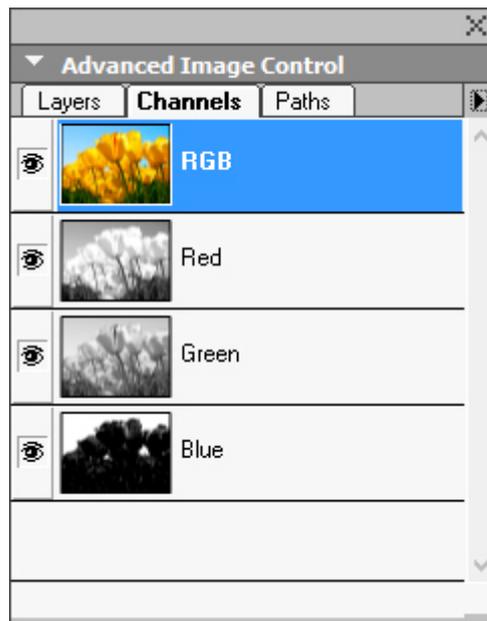
Both versions of the palette let you switch among Full Screen, Galley, and WYSIWYG view using the buttons on the left end.



The tab bar displays above the center of the **Measurements** palette.

### Advanced Image Control palette

The **Advanced Image Control** palette lets you control the display of imported images. For more information, see "[Working with PSD pictures](#)."

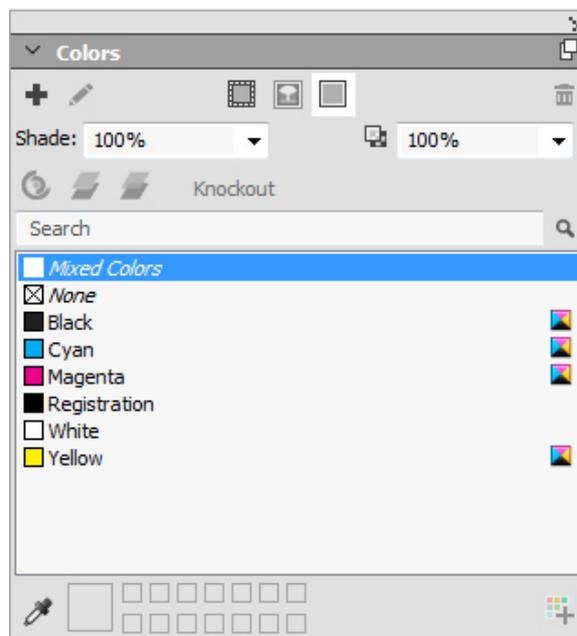


The **Advanced Image Control** palette lets you manipulate imported images.

### Colors palette

The **Colors** palette lets you view and apply colors defined in the active article. The buttons at the top of this palette let you create, edit, and delete colors.

Users create colors through the **Colors** dialog box (**Edit > Colors**). For more information, see "[Working with colors](#)."

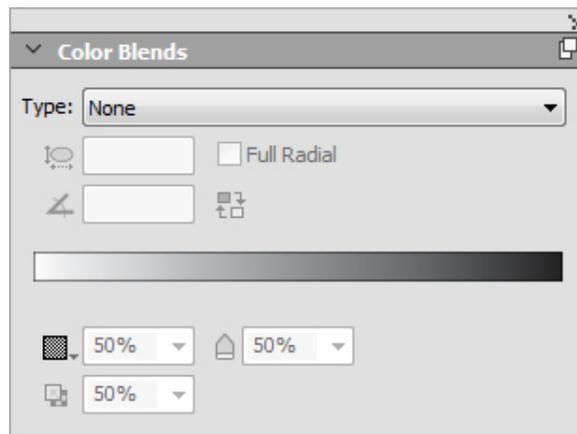


The **Colors** palette lets you view and apply colors.

### Color Blends palette

The **Color Blends** palette lets you define and apply multi-color blends.

For more information, see "[Creating multi-color blends.](#)"



The **Color Blends** palette lets you define and apply multi-color blends.

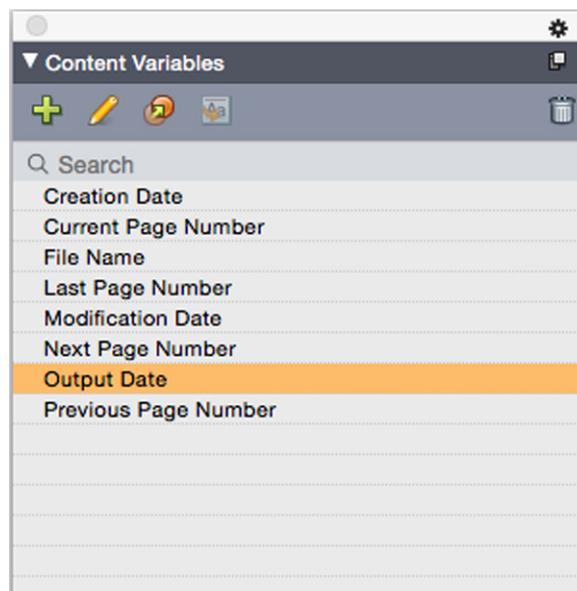
### Conditional Styles palette

The **Conditional Styles** palette lets you work with conditional styles. For more information, see "[Working with conditional styles.](#)"

### Content Variables palette

The **Content Variables** palette provides access to content variables. From this palette, you can add, edit, and duplicate content variables. You can also search for content variables and convert existing content variables to text. This palette lists the predefined content variables and allows you to create new ones of various content variable types.

To highlight existing content variables, use the **View > Highlight Content Variable** menu item. Users can also insert, add and edit content variables using the **Utilities > Content Variable** menu item. For more information, see "[Content variables.](#)"



The **Content Variable** palette provides access to the content variables.

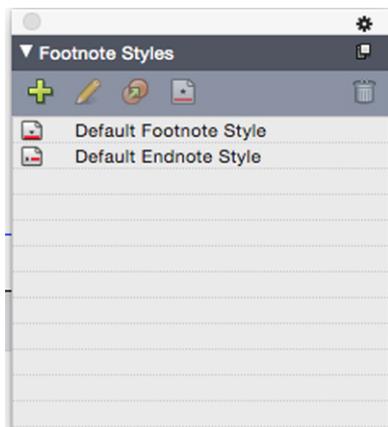
### Footnote Styles palette

The **Footnote Styles** palette allows you to:

- add, edit, delete and duplicate footnote styles.
- insert new footnotes and endnotes or modify existing footnotes and endnotes using a custom Footnote/Endnote option/button.
- change between different footnote/endnote styles by selecting the footnote/endnote reference in the parent text and clicking on the desired style in the palette.

Users can also insert, add and edit footnote styles using the **Edit > Footnote Styles** menu item.

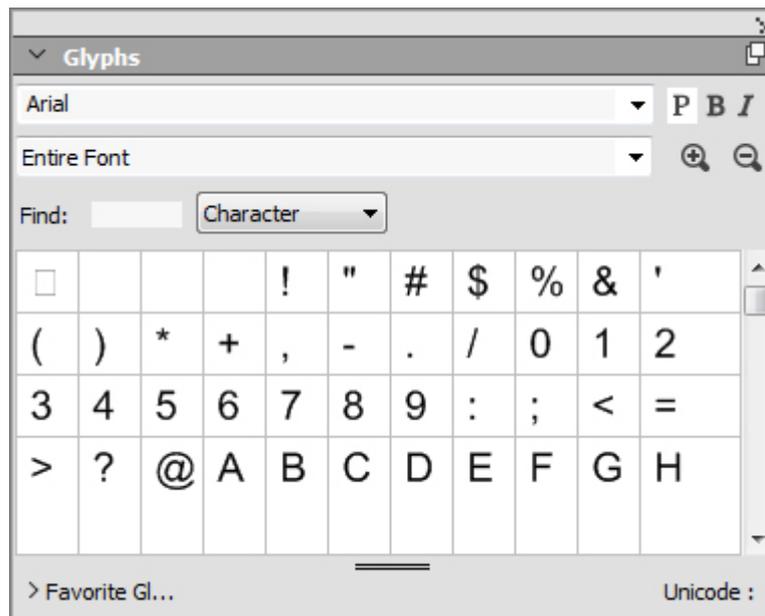
Users can also insert footnotes and switch between footnotes and the reference text using the **Style > Footnotes/Endnotes** menu item. For more information, see "[Working with footnotes and endnotes](#)."



The **Footnote Styles** palette provides access to footnotes.

### Glyphs palette

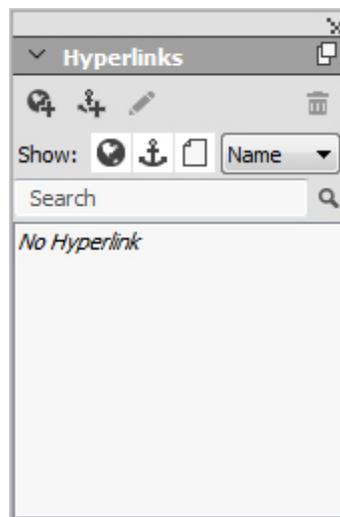
The **Glyphs** palette gives you easy access to every character in each font on your computer. You can display all characters in the selected font or narrow down the selection by choosing an option from the second drop-down menu. The selected characters Unicode value is visible at the bottom right. You can add characters to a story by double-clicking them. Using the **Favorite Glyphs** area at the bottom of the palette, you can store often-used characters for easy access.



The **Glyphs** palette gives you easy access to every character in every font.

### Hyperlinks palette

The Hyperlinks palette lets you add and edit hyperlinks in your document. For more information, see "[Hyperlinks](#)."



The **Hyperlinks** palette allows you to work with hypelinks in your document.

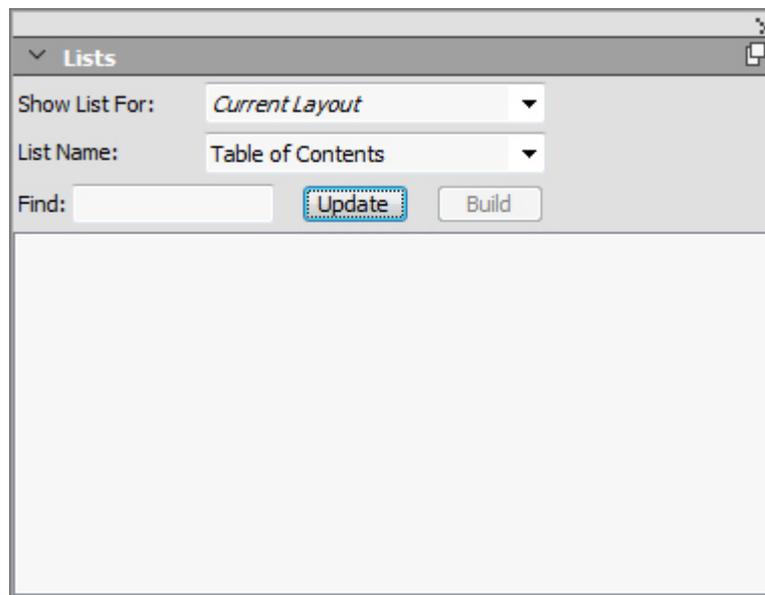
### Lists palette

The Lists palette helps you view and generate lists. This feature is useful for creating things like tables of contents. You can create lists in the **Lists** dialog box (**Edit > Lists**).

The **List Name** drop-down menu lets you choose from among the lists defined in the active project and the **Update** button lets you refresh the list currently displayed in the palette.

The **Find** button enables you to locate items in the **Lists** palette. You can also navigate to a word or heading by simply double-clicking it in the palette.

The **Build** button lets you insert the active list into the active text chain. If the list already exists in the story, you can update it rather than inserting another copy. The **Format As** style sheets for the list are applied automatically.

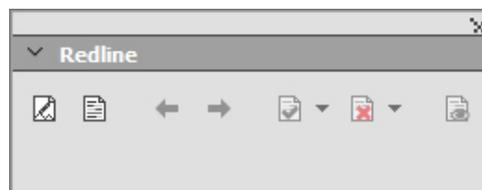


The **Lists** palette lets you create things like tables of contents

### Redline palette

The **Redline** palette allows you to setup the tracking of changes in your Articles.

For more information, see "[Redline](#)."



The **Redline** palette lets you work with tracking.

### Style Sheets palette

The **Style Sheets** palette (**Window > Style Sheets**) enables you to apply character and paragraph style sheets by clicking style sheet names. The buttons at the top of each section of this palette let you create, edit, duplicate, update, and delete style sheets.

➔ A plus sign next to a style sheet indicates that local formatting has been applied.

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The **Style Sheets** palette lets you view and apply paragraph and character style sheets.

### Table Styles palette

The **Table Styles** palette allows you to add, edit, and delete table styles.



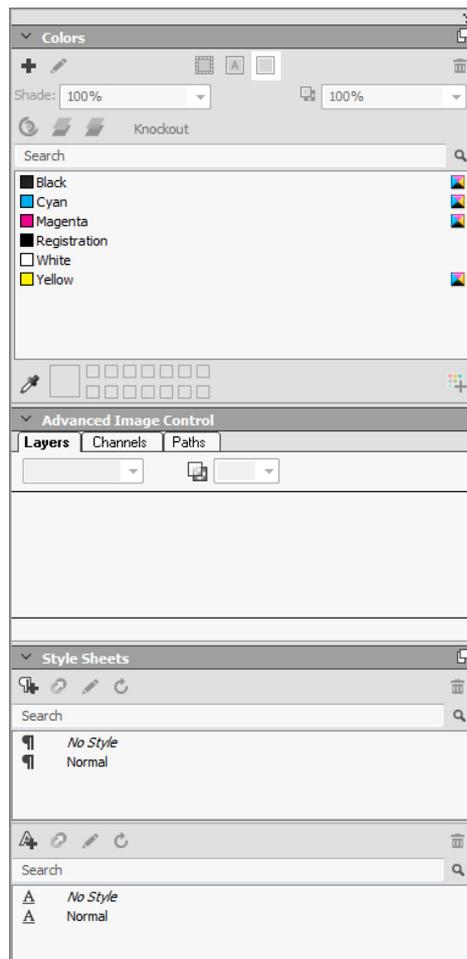
The **Table Styles** palette provides access to the table styles.

### Palette groups and palette sets

QuarkCopyDesk offers two features that help you to manage palettes: palette groups and palette sets.

#### Using palette groups

The Palette Groups feature lets you combine several palettes into one.



This palette group shows the **Colors**, **Advanced Image Control**, and **Style Sheets** palettes attached as one, which economizes space while providing easy access to functions.

*(Windows only)* To attach a palette to a palette group, Control+click/right-click the title bar of a palette group and choose an unchecked palette name. When you attach a palette that is already displayed, the palette moves to become part of the palette group. To detach a palette from a palette group, Control+click/right-click the palette name and choose **Detach [palette name]**.

*(Mac OS X only)* To attach a palette to a palette group, click the  icon in the top right of a palette and choose an unchecked palette name from the list. Palettes that are already displayed can also be dragged and merged into a palette group. When dragging, a thumbnail is shown indicating whether the palette will be merged or placed above. A blue line indicator is shown in the palette group to indicate the location the palette will be dropped.

*(Mac OS X only)* Docked palettes on screen edges form a palette group and can be moved as a group. Palette groups can be set to auto show/hide.

### Using palette sets

The Palette Sets feature lets you store and recall the position and status of all open palettes and libraries, so that you can easily switch between different palette configurations.

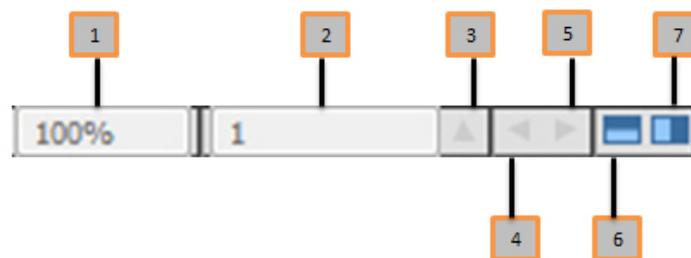
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To create a palette set, first display all of the palettes you will need for a particular task and hide all other palettes. Then choose **Window > Palette Sets > Save Palette Set As** to display the **Save Palette Set As** dialog box, enter a name, and optionally assign a key command.

To retrieve a palette set, choose **Window > Palette Sets > [name of palette set]** or press the keyboard combination for that palette set.

### Layout controls

When you open an article, you have immediate access to some basic features at the bottom left of the article window.

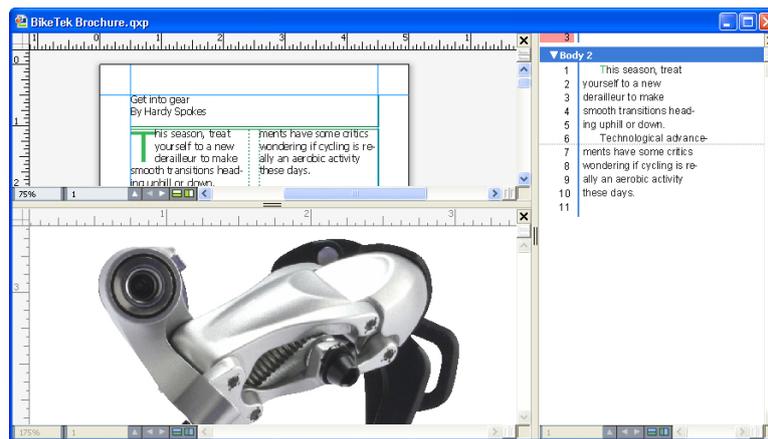


#### Layout controls

- 1 Zoom:** Enter a zoom percentage or choose a zoom value from the drop-down menu (the maximum zoom limit is 8000%).
- 2 Page Number:** Enter a page number in the **Page Number** field or choose a page from the page list that displays when you click the upward facing arrow to the right of the field.
- 3 Page Preview:** Click the up arrow next to the **Page Number** field to see a thumbnail view of all of the pages in the layout. *Mac OS X* users can continue to click the up arrow to enlarge the thumbnails.
- 4 Previous Page:** Navigate to the previous page.
- 5 Next Page:** Navigate to the next page.
- 6 Split Screen Horizontal:** View the layout in two or more separate panes one above the other.
- 7 Split Screen Vertical:** View the layout in two or more separate panes side by side.

### Splitting a window

By splitting a window into two or more panes, you can display multiple views of one article at the same time, and you can see changes in all panes simultaneously. You can even use different view modes in each pane, and see your edits in one pane and update in the other pane in real time. You can split multiple views horizontally or vertically within a window.



By splitting a window, you can view your work at different magnifications at the same time.

There are three ways to split a window:

- Choose **Window > Split Window > Horizontal** or **Window > Split Window > Vertical**.
- (*Windows only*) Click the split bar to the right of the scroll bar (for a vertical split) or at the top of the scroll bar (for a horizontal split).
- Click the split-screen icons in the Article controls bar at the bottom of the Article window.

Once a window has been split, you can change the width and height of the split by dragging the bars between the splits.

To remove splits from a window, use one of the following techniques:

- Choose **Window > Split Window > Remove All**.
- Click the close button in the top right corner of the window.

# Articles and components

Articles and components are the basic building blocks that you work with in QuarkCopyDesk. This topic describes both in detail.

## Understanding articles and components

An *article* is the main format used by QuarkCopyDesk. Each article consists of one or more *components*, and each component is an independent text flow or picture. When you select a text component in QuarkCopyDesk, you can edit and apply formatting to the text in that component. When you select a picture component in QuarkCopyDesk, you can crop, scale, rotate, and even perform image-editing operations on the picture in that component.

One way to create an article is to simply choose **File > New > Article** in QuarkCopyDesk, and then add the components you need. (You can create a component by choosing **Component > New**.) You can also create an article in a QuarkXPress project by adding text and picture boxes to an article icon in an **Article** palette in QuarkXPress, or by creating a reflow article (for more information, see "Working with Reflow view" in *A Guide to QuarkXPress*).

There are two ways to open an article that was created in QuarkXPress. One way is to export the article from QuarkXPress as an article file and then open the article file in QuarkCopyDesk (for more information, see "[Multiple Article XTensions software](#)"). The other way is to simply open the QuarkXPress project file in QuarkCopyDesk. Whichever method you use, the stories in the QuarkXPress article's text boxes become text components and the picture boxes in the article become picture components.

➔ You can also import content from an article's components in QuarkXPress. You can import the contents of a text component into a text box, and you can import the contents of a picture component into a picture box.

## Reading order

Components in an article occur in a particular *reading order* — the order in which the components should be viewed, regardless of how they're physically arranged — which you can change if you need to. Every component also has a name, so you can descriptively label your components. For example, you might name the first component in a story "Headline," the second text component "Story," the following picture component "Photo," and the last text component "Caption."

### Text components and pages

Each text component can be viewed and edited as a series of one or more pages. If you add content until a page overflows, QuarkCopyDesk creates another page. If you delete a page of content, QuarkCopyDesk automatically deletes the empty page from the component.

You can import a variety of types of documents into a text component, including Microsoft Word files and articles saved by versions 7.x and later of QuarkCopyDesk. You can also export text from an article in most of these formats.

### Editing picture components

Among the ways QuarkCopyDesk lets you edit pictures are the following:

- Rotating
- Scaling
- Cropping

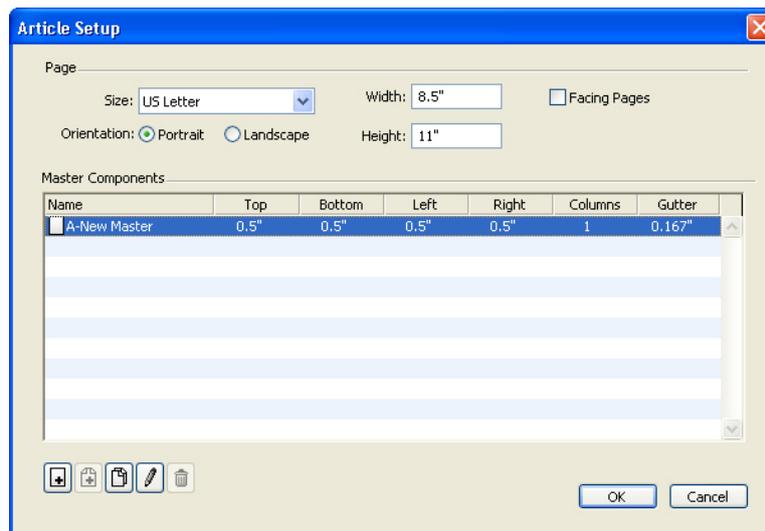
➔ Picture placement and size can only be changed in WYSIWYG view, while other picture editing can be done in all 3 veivs.

### Master components

Each component is based on a *master component*. A master component is the equivalent of a master page in QuarkXPress; it dictates the properties of components you create from it. For example, if you create a text component from a master text component that has particular margin, column, and gutter values, then the text component inherits those margin, column, and gutter values.

When you create a QuarkCopyDesk article from scratch, QuarkCopyDesk uses the first master text component to create a single text component. If you create a component, and multiple master components of that type are available, you must choose which master component you want to use.

If you change a master component (**File > Article Setup**), the change affects all components that are based on that master component. This includes changes to the margin guides, number of columns, and column guides.



The **Article Setup** dialog box lets you work with master components.

### Master components and QuarkXPress

When you open a QuarkXPress project in QuarkCopyDesk, that project's master pages become master components. Any items on such master pages are ignored; only the text-related specifications of the page (such as margin, column, and gutter values) are used.

### Templates

A *template* is a locked article that you can use to create articles that have pre-existing components or content. You can save any article as a template. To create an article from a template file, double-click the template file's icon.

### QuarkCopyDesk lightweight file format

In addition to its native file format, QuarkCopyDesk lets you open and save files in a lightweight file format. This format can be useful in situations where file size is an issue. Where the QuarkCopyDesk format includes all content in a project, the lightweight file format includes only those items that a QuarkCopyDesk user is supposed to work on. The lightweight file format can also contain a page picture to show what the layout looks like, either within the article file or as a separate file.

### Articles and QuarkXPress

The QuarkCopyDesk file format is based on the QuarkXPress file format. Consequently, you can open a QuarkXPress project in QuarkCopyDesk. You cannot open a QuarkCopyDesk article in QuarkXPress, but you can import the contents of an article's components into text boxes and picture boxes.

A QuarkXPress project can contain items that have been marked as articles. Use the **Reflow Tagging** palette to mark items as Articles. To create articles in QuarkXPress, you must have the Multiple Articles XTensions module loaded. After you have created articles in QuarkXPress, you can either open the project file in QuarkCopyDesk or export the articles as article files (in either the QuarkCopyDesk file format or the QuarkCopyDesk lightweight file format).

When you open a QuarkXPress project in QuarkCopyDesk:

- If the project contains an article, QuarkCopyDesk lets you edit the contents of the components in that article. Non-article content is displayed if you are in WYSIWYG view, but it cannot be edited.
- If the project contains more than one article, QuarkCopyDesk displays a dialog box and asks you to choose one of the articles.
- If the project does not contain articles, and all of its layouts are Print layouts, you can view the contents of the project's layouts but you cannot edit them. (Use the tabs at the bottom of the article window to navigate between layouts.)
- If the layout contains more than one layer, all items on all visible layers are available in QuarkCopyDesk. There is no such thing as switching between layers in QuarkCopyDesk; all components from every visible layer are available at all times. QuarkCopyDesk keeps track of which items are on which layers internally, though, so if you edit such an article in QuarkCopyDesk and then open the project in QuarkXPress, all items remain on the layers where they were.

➔ Components on layers that are suppressed cannot be printed from QuarkCopyDesk.

### **WYSIWYG view**

QuarkCopyDesk gives you three ways to look at the components in an article: Full Screen view, Galley view, and WYSIWYG view. Full Screen view and Galley view are designed to let you concentrate on the text, and WYSIWYG view is designed to show you what the text looks like in the context of the layout.

When you use WYSIWYG view, you see a visual representation of the actual layout. You can identify the components that are included in an article by their colored outline. Items from the layout that are *not* included in the article are neither selectable nor editable.

➔ WYSIWYG view is relevant only to QuarkXPress projects that contain articles and articles that were exported from QuarkXPress layouts.

### **Overset and underset**

If a text story in a QuarkXPress text box is too long, the box overflows and the last part of the text does not display. (There are exceptions to this rule, but this is a common scenario.) The portion of text that does not display in this scenario is called *overset*. If there is not enough text to fill the space available, this is called *underset*. *Copyfitting* is the process of working with text until it fits the available space.

If you are working in WYSIWYG mode, an overset occurs when the last text box in a chain overflows and new pages are created at the end of the article. In Galley view and Full Screen view, the **Measurements** palette includes a **Depth** field that indicates when text is underset, fit, and overset. Galley view and Full Screen view also include special characters that indicate column breaks, page breaks, and overset. (Keep in mind: Overset can only occur in an article that was created in QuarkXPress.)

### **Picture components**

In WYSIWYG mode, pictures display as they display in the source layout. In Full Screen view and Galley view, QuarkCopyDesk displays cropped views of pictures.

Technically there is no such thing as overset and underset for pictures. However, in QuarkXPress you can specify effective resolution requirements for various types of pictures, and QuarkCopyDesk will alert you if the picture in a picture component does not adhere to those requirements. (Effective resolution is the resolution at which a picture will be imaged; it is equal to resolution divided by scaling.)

### **Geometry**

The shapes and positions of items in a QuarkXPress layout are collectively referred to as *geometry*. A layout's geometry is, essentially, the collection of boxes and lines in that layout.

When you open an article exported from QuarkXPress in QuarkCopyDesk, QuarkCopyDesk displays the layout's geometry in WYSIWYG view. Text boxes that are designated as part of the article display as text components, and picture boxes that are part of the article display as picture components. You can edit the contents of components that are part of the article in QuarkCopyDesk, but you cannot edit the geometry of the layout.

### **Anchored boxes**

In QuarkXPress, you can paste a box into a text story so that it flows along with the text like a character. Such a box is called an *anchored box*. You can work with the contents of an anchored box in QuarkCopyDesk, but you cannot create an anchored box in QuarkCopyDesk.

If you open a QuarkXPress project with an article that contains an anchored box, QuarkCopyDesk displays the anchored box inline. You can edit the contents of such a box in all three view modes.

➔ If an article contains an anchored table, you can edit the contents of the table only in WYSIWYG view. An anchored table displays as an icon in Full Screen and Galley views.

## **Working with articles**

An article is basically a container for components. You can open article files that were exported from QuarkXPress or create articles from scratch in QuarkCopyDesk.

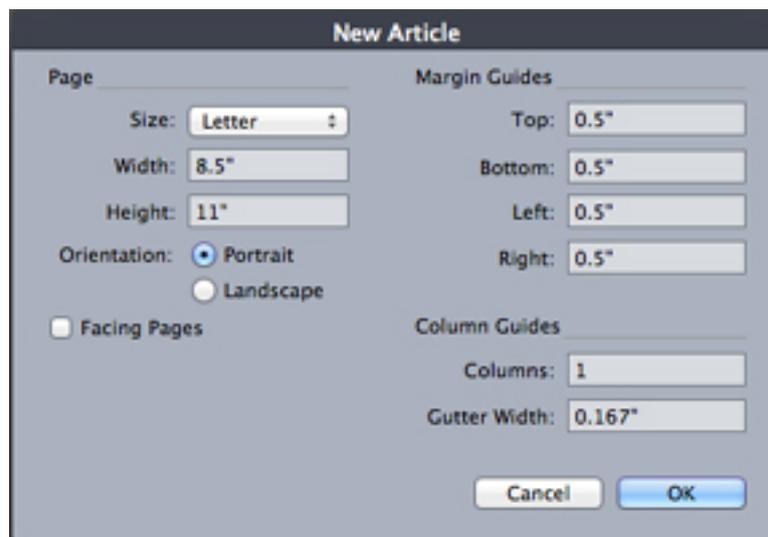
### **Creating articles**

When you create an article, you can choose whether the article will consist of single pages or of spreads with left- and right-facing pages. You also have the option to create up to 30 columns and specify the width between the columns.

To create an article, choose **File > New > Article** (Command+/Ctrl+N). Use the controls in the **New Article** dialog box to configure your article.

- To specify page size, choose an option from the **Size** drop-down menu. To create a custom-sized page, enter dimensions in the **Width** and **Height** fields.

- To specify page orientation, click **Portrait** or **Landscape**.
- Use the **Default Story Direction** controls to specify horizontal or vertical direction for the article.
- Check **Facing Pages** to specify that the article contains both left-facing and right-facing pages. When you check **Facing Pages** the **Left** and **Right** fields in the **Margin Guides** area change to **Inside** and **Outside**.
- To specify the position of the margin guides, enter values in the fields in the **Margin Guides** area.
- To specify the number of columns on article pages and the spacing between them, enter values in the **Columns** and **Gutter Width** fields.



Use the **New Article** dialog box to set up an article.

### Saving articles automatically

The **Auto Save** feature protects your work from power and system failures. When **Auto Save** is on, QuarkCopyDesk automatically records changes made to all articles and saves them to your article folder. Auto saves are performed at user-defined intervals (during idle time, if possible).

To turn on the Auto Save feature, display the **Open and Save** pane of the **Preferences** dialog box (**Edit/QuarkCopyDesk** menu), check **Auto Save**, and enter an interval in the **minutes** field

QuarkCopyDesk does not overwrite the original files until you choose **File > Save**. When you choose **File > Save**, the auto-saved version is deleted, and the interval starts again.

- ➔ **Auto Save** only works with saved articles. If you have an unnamed article that was never saved, it is not protected by **Auto Save**.

### Recovering an Auto Saved article

To recover an auto-saved article after a system or power failure, choose **File > Open** and locate the article. Two files will be displayed in the dialog box: the original article and the auto-saved version. Open the original article; it will be combined with the auto-saved version as it is opened. When you open the article, an alert will display. Click **OK** to continue.

The auto-saved article retains changes made until the last auto save occurred. Depending on your auto save interval, you may have lost a few minutes of work. At this point, you can save the article with its auto-saved changes (**File > Save**), or you can reject the auto-saved changes and return to the last manually saved version of the article (**File > Revert to Saved**).

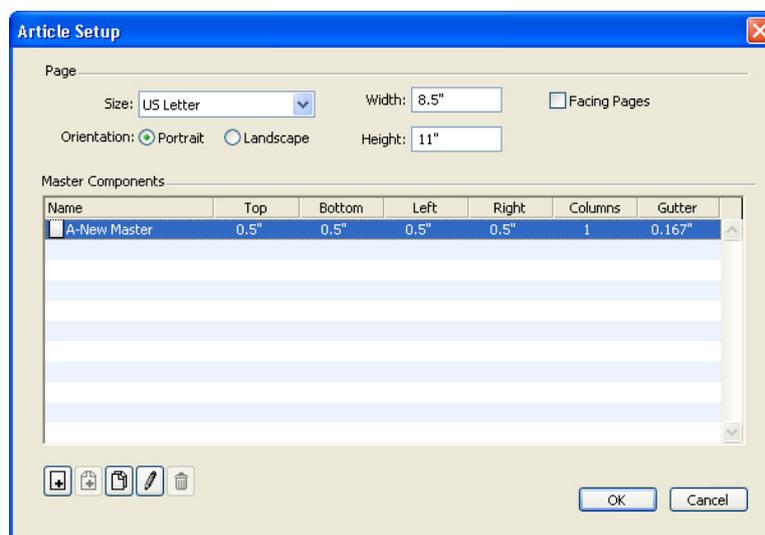
### Saving articles as templates

A template is a preformatted article that is protected from overwriting. You should create templates for any articles that will use the same format and specifications. Templates should include all essential style sheets, colors, H&Js, and lists that will be used in articles based on the template.

To save an article as a template, choose **File > Save As** and choose **Template** from the **Type** drop-down menu. You can modify a template by saving it again with the **Save as** command (**File** menu).

### Changing article setup

To change an article's size or orientation, control whether an article uses facing pages, or add or remove master components, choose **File > Article Setup**. The **Article Setup** dialog box displays.

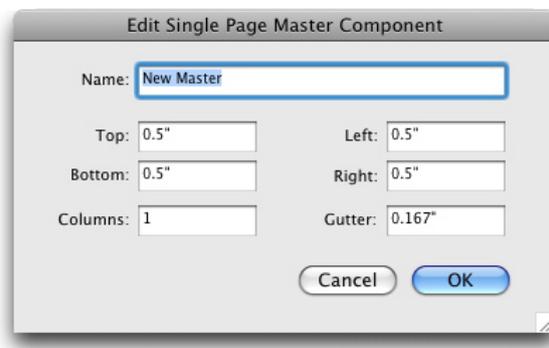


You can use the **Article Setup** dialog box to control an article's attributes.

Use the controls in the **Page** area to configure the article's size and orientation and indicate whether you want to use facing pages.

The controls in the **Master Components** area let you add, remove, and configure master components. To add a master component, click **Add Single Master**  (for a single-sided master component) or **Add Facing Master**  (for a facing-pages master

component). To duplicate the selected master component, click **Duplicate** . To remove the selected master component, click **Delete** . To configure a master component, select it and click **Edit** ; the **Edit Master Component** dialog box displays. You can use this dialog box to specify the name, number of columns, and margin and gutter sizes for the master component.



The **Edit Master Component** dialog box lets you configure a master component.

### Working with components

A component is an independent text flow or picture. A component in QuarkCopyDesk corresponds to a text chain or picture in QuarkXPress.

#### Creating components

When you create a component, you must create it from a master component.

To create a component, choose **Component > New** (Command+Option+C/Ctrl+Alt+C). The **New Component** dialog box is displayed. Enter up to 31 characters in the **Name** field and then click **OK**. The new component is immediately active. The components in the active article are listed at the bottom of the **Component** menu.

#### Controlling component properties

To rename the active component, change its type (**Text** or **Picture**), or change the master component on which it is based, choose **Component > Properties**.

#### Deleting components

To delete the active component in an active article, choose **Component > Delete**. Note that if an article contains only one component, you cannot delete that component.

#### Navigating among components

The following shortcuts make it easy to navigate within an article.

- To cycle to the previous page (in WYSIWYG view mode) or component (in Galley and Full Screen view modes), press Option+up arrow/Alt+up arrow.
- To open a selected component in Galley and Full Screen view modes, press Option+right arrow/Alt+up right arrow.

## ARTICLES AND COMPONENTS

- To close an active component in Galley and Full Screen view modes, press Option+left arrow/Alt+up right arrow.
- To change component order in Galley and Full Screen view modes, click on a component title bar and drag it to a new location.

# Content variables

A content variable is an item you insert in your article that varies according to the context. For example, the **Last Page Number** variable displays the page number of the last page of the article. If you add or remove pages, the variable is updated accordingly.

Content variables will line wrap and break just like text, including hyphenating when appropriate.

The text within a content variable is searchable using the **Find/Change** palette. If the text you are searching for is contained within a content variable, the entire variable will be highlighted.

To highlight all content variables in the current article, choose **View > Highlight Content Variables**.

QuarkCopyDesk includes the following preset content variables that you can insert in your article:

- Creation Date
- Current Page Number
- File Name
- Last Page Number
- Modification Date
- Next Page Number
- Output Date
- Previous Page Number

You can edit the format of these variables, or you can create your own.

In addition to the set of pre-defined variables, you can create the following additional text type variables:

- Custom Variable: You can combine a text string with other pre-defined variables to make a combination.
- Running Header: This variable type allows you to choose source data within the article by referring to a paragraph or character style sheet. This variable type can be applied in the master page so that the running headers are automatically updated. *For example, a left side page can have book title and on right side page can have Chapter/Section title.*

## CONTENT VARIABLES

- **Page Reference:** This variable is used to create a reference to an existing layout object using the existing Anchors feature, and allows you to refer to that object elsewhere in the article, including the page number for the referred to object.
- **Static Text:** With this you can create a simple static text variable that can be inserted throughout the article. For example, if you want to refer to a company name across a article consistently and want to make any changes to it in one go, this variable can be useful.

### Edit content variables

To edit content variables, choose **Window > Content Variables** to display the **Content Variables** palette. The buttons at the top of this palette let you add, edit and duplicate content variables. Choose an existing content variable and click the  button to edit it, or click the  button to add a new content variable.

The **Edit Content Variable** dialog displays.

- ➔ If you are adding a new content variable, you can also display this dialog by choosing **Utilities > Content Variable** and selecting **New** from the drop-down menu.

Enter a name in the **Name** field. If you are adding a new content variable or duplicating an existing content variable, select the content variable **Type** from the drop-down menu. Specify the attributes for your content variable, these will vary depending on the type of content variable you are editing :

- **Creation Date:** Creation Date inserts the date or time the article was first saved. You can insert text before and after the date, and you can modify the date format for all date variables using the drop-down menus.
- **Current Page Number:** This variable inserts the current page number of the current project into the article.
- **Custom Variable:** See "[Create a custom content variable](#)" for more information.
- **File Name:** This variable inserts the name of the current file into the article. Select **Include Extension** to include the file name extension. The File Name variable is updated whenever you save the file with a new name or to a new location. The extension does not appear in the article until it is saved.
- **Flow Box Page Number:** This variable inserts the page number where the current box continues (or where the current box is continuing from) if the current box spans multiple pages that may not be contiguous. From the **Context** drop-down menu, choose either **Next Box** or **Previous Box** to specify whether to insert the page number where this box continues or where it is continuing from.
- **Last Page Number:** This variable inserts the last page number of the current article into the article. The Last Page Number type is useful for adding the total number of pages in a article to headers and footers using the common *Page 3 of 12* format. In this case, the number 12 is generated by the Last Page Number, and is updated whenever pages are added or removed. From the **Scope** drop-down menu, choose

an option to determine whether the last page number in the section or layout is used.

- **Modification Date:** Modification Date inserts the date or time the article was last saved. You can insert text before and after the date, and you can modify the date format for all date variables using the drop-down menus.
- **Next Page Number:** This variable inserts the next page number of the current article into the article. From the **Scope** drop-down menu, choose an option to determine whether the next page number in the section or layout is used.
- **Output Date:** Output Date inserts the date or time the article was printed or exported. You can insert text before and after the date, and you can modify the date format for all date variables using the drop-down menus.
- **Page Reference:** You can insert text before and after the page reference variable. Select an **Anchor Name** from the drop-down menu. Select **Create Hyperlink** to create a hyperlink in the text.
- **Previous Page Number:** This variable inserts the previous page number of the current article. From the **Scope** drop-down menu, choose an option to determine whether the previous page number in the section or layout is used.
- **Running Header:** Choose the source style sheet to display in your header and then choose whether you want to display the first occurrence on the page, the last occurrence on the page, the first occurrence on the spread or the last occurrence on the spread.
- **Static Text:** Type in the text you want to appear when inserting this content variable.

When you're done, click **OK**.

- ➔ After you have added or updated a content variable, it will be listed in the **Utilities > Content Variable** drop-down menu and also in the **Content Variables** palette (**Window > Content Variables**). The new variable will be available when you attempt to insert a content variable into the text.

### Create a custom content variable

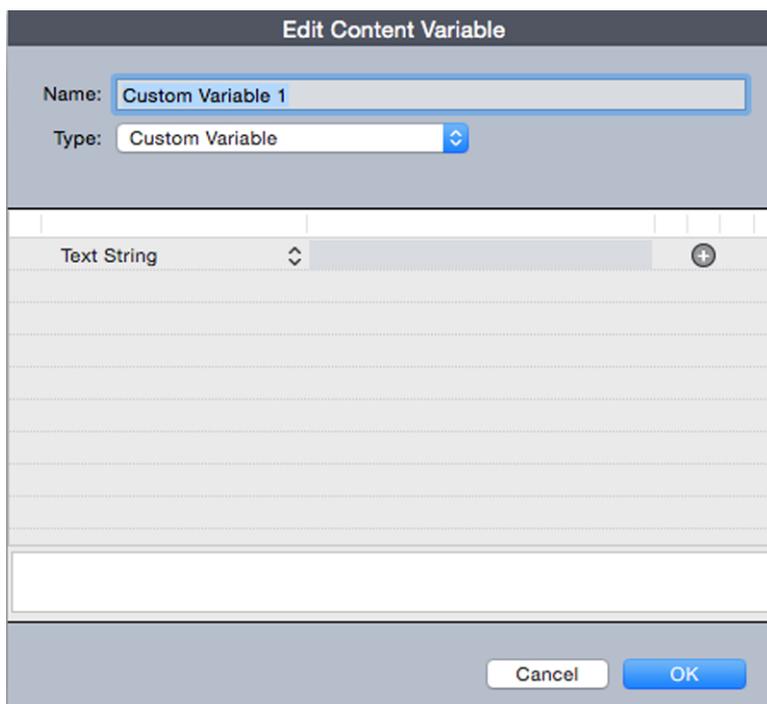
In addition to the existing preset content variables offered by QuarkCopyDesk, you can also create custom content variables to use in your articles. Custom variables are great if you want to use text content somewhere within a text story and the same content in a different story or at a different place. When you change the content of the custom variable, it is changed everywhere where used.

To create a custom content variable:

- 1 Place the insertion point where you want the variable to appear.
- 2 Select **Utilities > Content Variable** and choose **New** from the drop-down menu. The **Edit Content Variable** dialog displays.
- 3 Enter a name in the **Name** field.

## CONTENT VARIABLES

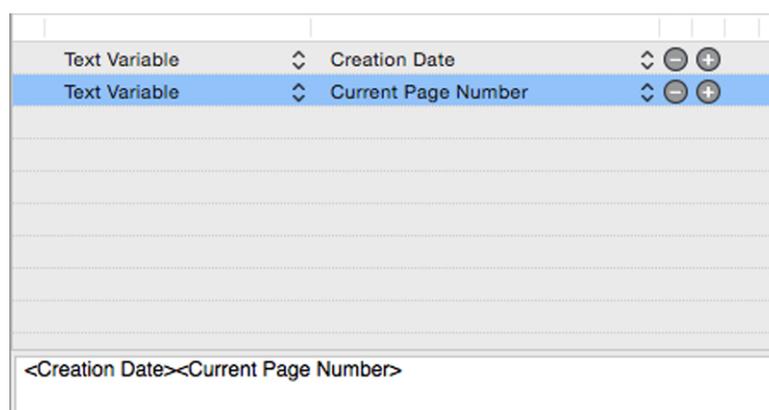
- 4 Choose **Custom Variable** from the **Type** drop-down menu.



The screenshot shows the 'Edit Content Variable' dialog box. The 'Name' field is filled with 'Custom Variable 1'. The 'Type' dropdown menu is set to 'Custom Variable'. Below the 'Type' field is a list of content types, with 'Text String' selected. A plus sign icon is visible to the right of the list. At the bottom of the dialog are 'Cancel' and 'OK' buttons.

- 5 You can choose to insert a **Text String** or a **Text Variable** when using this custom content variable.

- If creating a custom variable that inserts a text string, type in the text you want to appear when inserting this content variable. Click the plus symbol to add more lines to the text.
- If creating a custom variable that inserts a text variable, select the text variable you want from the drop-down menu. You can combine 2 or more text variables by clicking the plus symbol to add another.



The screenshot shows the content variable editor. The list of text variables includes 'Creation Date' and 'Current Page Number'. The 'Current Page Number' variable is selected. Below the list is a text field containing the combined variables: '<Creation Date><Current Page Number>'.

- 6 Click **OK**.
- ➔ After you have added a custom content variable, it will be listed in the **Utilities > Content Variable** drop-down menu and also in the **Content Variables** palette

(**Window > Content Variables**). The new variable will be available when you attempt to insert a content variable into the text.

### Insert a content variable

To insert a content variable in your article:

- 1 Place the insertion point where you want the variable to appear.
- 2 Select **Utilities > Content Variable** and choose the variable you want to insert from the drop-down menu.

The variable appears on the page as if you'd typed it in the document.

➔ Content variables can be inserted into lists and indexes.

# Text and typography

Text is an integral part of nearly every publication. QuarkCopyDesk lets you create and edit text directly in your publications or import text from most popular word processing applications. In addition to the standard text formatting and editing features, QuarkCopyDesk includes such features as finding and changing text and its attributes, spell checking, custom spelling dictionaries, and a font usage utility for making article-wide changes to text formatting.

Typography is the art of making the appearance of your text convey the tone or meaning of the content. QuarkCopyDesk lets you control the tone of your text by letting you adjust every facet of typography, including typefaces, type styles, leading, and spacing.

➔ The  icon indicates text features that are considered East Asian features and are only available when you have the East Asian preference enabled (**QuarkCopyDesk/Edit** (> **Preferences** > **East Asian**)).

## Editing text

When you type in a text component, the text is entered at the *text insertion point*, which is indicated by the blinking line. A *story* is all of the text in a text box. If a series of boxes is linked, all of the text in all of the boxes is a single story.

You can select text using multiple mouse clicks. A double-click selects the word containing the text insertion point; a triple-click selects the line containing the text insertion point; four clicks selects the entire paragraph containing the text insertion point; five clicks selects the entire story.

When you double-click to select a word and cut or copy it, the application looks at the context of the word and adds or deletes a space automatically as needed when you paste the word in its new location. This feature is referred to as Smart Space. If you want an accompanying punctuation mark included with the word you're selecting, double-click between the word and its adjacent punctuation.

## Importing and exporting text

To import text, do one of the following:

- Place the text insertion point where you want text to be inserted, and then choose **File > Import**. Check **Convert Quotes** option to convert double hyphens to em dashes and convert foot or inch marks to typesetter's apostrophes and quotation marks. Check **Include Style Sheets** to import style sheets from a Microsoft Word or WordPerfect file or convert "XPress Tags" to formatted text.
- Drag a text file from the file system onto a text component.
- Drag text from another application onto a text component.
- Drag a text file from the file system onto a picture component and press Command/Ctrl to make the component accept the text.
- Drag text from another application onto a picture component and press Command/Ctrl to make the component accept the text.

To export text, first either place the text insertion point in a text component (if you want to save all of the text in that component) or select the text you want to export. Then choose **File > Save Text**, choose an option from the **Format** pop-up menu, enter a name, choose a location, and then click **Save**.

➔ To export in .docx format, choose **Word Document** from the **Format** drop-down menu.

### Import/export filters

XTensions software lets you import and export text in a variety of formats, including those described in this section.

#### Word filter

The Word filter allows word documents to be imported from, or exported to, .docx formats.

➔ To avoid import problems, uncheck **Allow fast saves** (in the **Save** tab of the **Options** dialog box) in Microsoft Word or use the **Save As** command to create a copy of the Word file to be imported.

#### QCDImportFilter XTensions software

For more information, see "[QCDImportFilter XTensions software](#)."

### Importing and exporting text with Unicode options

You can specify an encoding type when importing text and exporting text. The encoding type specifies the byte sequence used to represent each glyph in text. The options work as follows:

- The **Import** dialog box includes an **Encoding** drop-down menu when a plain text or "XPress Tags" text file is selected. The software attempts to determine the encoding of selected text files and apply an appropriate encoding type. You can, however, choose a different option for text.
- The **Save Text** dialog box provides an **Encoding** drop-down menu when you're exporting text in plain text or "XPress Tags" format.

- The **Convert Quotes** option continues to convert straight quotes to typesetter's quotation marks and double hyphens to em dashes.

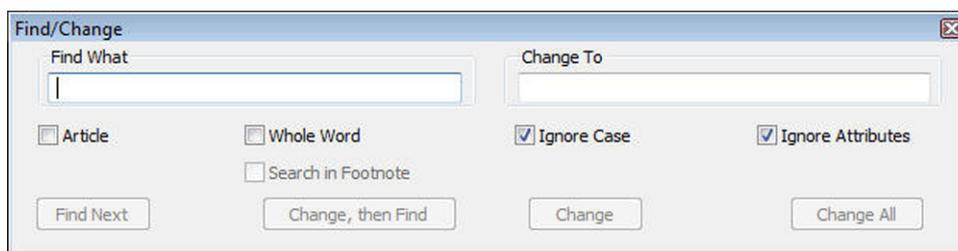
### Finding and changing text

The **Find/Change** palette (**Edit** menu) lets you perform standard search-and-replace operations. In addition, you can use this palette to:

- Find and change using wild card characters: Command+Shift+?/Ctrl+Shift+?
- Find and change text formatting, including style sheet, font, size, color, and type style (including OpenType styles)
- Constrain find/change operations to a single component, or to an entire article
- Find and change based on character language (see "[Applying a character language](#)")
- Find and change ligatures
- Find and change special characters (see "[Special character codes](#)")
- Find and change emphasis marks (in East Asian configuration)
- Find and change text in Footnotes/ Endnotes. To enable **Search in Footnote**, you must first select Article. When the **Search In Footnotes** option is checked, the **Ignore Attributes** option will be disabled and only text can be searched and replaced at that time.

Press Option/Alt to change the **Find Next** button to **Find First**.

The search text for the last 10 searches are saved in the drop-down menus under **Find What** and **Change To**.



Use the **Find/Change** dialog box to search for and replace text.

To search and replace based on formatting attributes, uncheck **Ignore Attributes**.

➔ The Find/Change feature works only with text components that have not been locked.

### Special character codes

You can use special character codes to find/change special characters. You can also use these codes when creating conditional styles.

Code	Character
Tab	\t

Code	Character
New paragraph	\p
New line	\n
New column	\c
New box	\b
Backslash	\\
Punctuation space	\.
Flex space	\f
Discretionary hyphen*	\h
Indent here	\l
Discretionary new line	\d
Em space	\m
En space	\e
3-per-Em space	\5
4-per-em space	\\$
6-per-em space	\^
Figure space	\8
Hair space	\{
Thin space	\[
Zero width space	\z
Word joiner*	\j
Conditional style marker (Find/Change only)	\r
Footnote/Endnote reference marker*	\o
Content Variable reference*	\v

\*Not applicable in conditional styles.

➡ \*You can only search for Footnote/Endnote reference markers or Content Variable references. You are unable to replace them.

### Working with footnotes and endnotes

Footnotes and Endnotes consists of two linked parts: the reference number that appears in the text, and the Footnote/Endnote text that appears at the bottom of the text. Footnote text is created at the end of a page and Endnote text is created at the end of a story.

As you insert/delete Footnotes and Endnotes, they are automatically numbered as they are added to/deleted from the text. This numbering will restart with each new story. You can define the numbering style, appearance, and layout of Footnotes and Endnotes.

Footnotes and Endnotes can be applied to text within an anchored box, including nested anchored boxes. The footnote text of the anchored text will appear at the bottom of the page while its endnote text will appear at the end of the article.

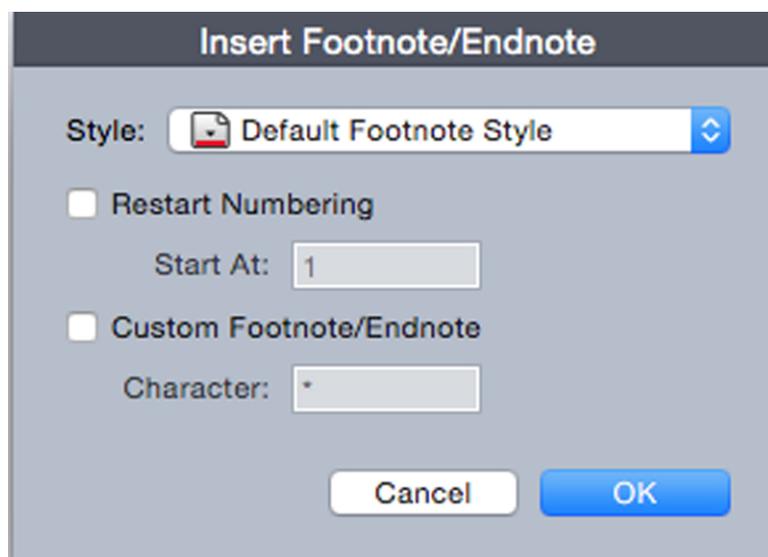
Footnotes/Endnotes adhere to the following rules:

- Text export is not supported for Footnote/Endnote in any format in QuarkCopyDesk.
- Each Footnote/Endnote text is a different story, and thus the user cannot select Footnote/Endnote text together.
- Footnotes/Endnotes can be copy pasted within the same article and across articles
- Footnote/Endnotes can be imported from Microsoft Word (.docx) files.

### Inserting footnotes and endnotes

To insert a Footnote or an Endnote:

- 1 Place the insertion point where you want the Footnote/Endnote reference number to appear, or select the word for which you want to add a Footnote/Endnote.
- 2 Choose **Style > Footnote/Endnotes**.
- 3 Select **Insert Footnote**, **Insert Endnote** or **Custom Footnote/Endnote** from the drop down menu. If you choose **Custom Footnote/Endnote**, the **Insert Footnote/Endnote** dialog box appears:



This allows you to select a Footnote style. User can change an applied Footnote style to a different style or to an Endnote style and vice versa.

Footnote/Endnotes are supported for linked text chain and multi-column boxes.

Footnote/Endnote text can flow across the text chain.

Use the **Restart Numbering** option to restart the numbering of a Footnote/Endnote.

Use the **Custom Footnote/Endnote** option to specify a custom mark as the Footnote/Endnote reference number.

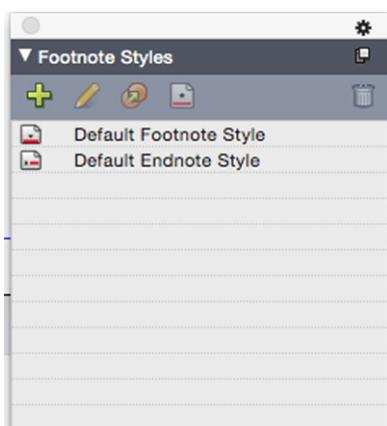
- 4 Type the Footnote/Endnote text.

The Footnote/Endnote is added to the article

- ➔ When the insertion point is in the Footnote text, you can choose **Style > Footnotes/Endnotes** and select **Return to Reference** to return to the reference text.
- ➔ You can select a Footnote/Endnote reference number and jump to the corresponding Footnote/Endnote text by choosing **Style > Footnotes/Endnotes** and select **Go to Footnote/ Endnote**.
- ➔ You can insert Footnotes/Endnotes or return to reference using the following shortcut key commands:
  - Insert Footnote: Ctrl+ Alt+Shift+F1 (*Windows*); Cmd+ Opt+Shift+F1 (*Mac OS X*)
  - Insert Endnote: Ctrl+ Alt+Shift+F2 (*Windows*); Cmd+ Opt+Shift+F2 (*Mac OS X*)
  - Return to Reference: Ctrl+ Alt+Shift+F4 (*Windows*); Cmd+ Opt+Shift+F4 (*Mac OS X*)

### Footnote/Endnote styles

To edit Footnote/Endnote styles, choose **Window > Footnote Styles** to display the **Footnote Styles** palette.



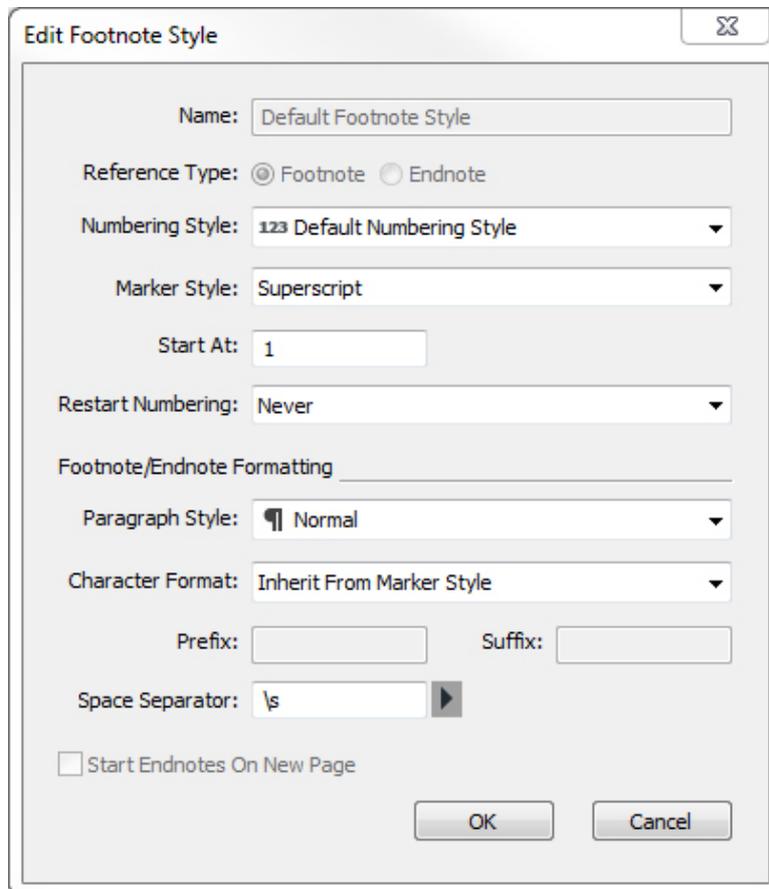
Use the **Footnote Styles** palette to add, edit, duplicate and delete footnote styles.

The buttons at the top of this palette let you add, edit, duplicate and delete Footnote styles. You can also apply a different Footnote/Endnote style on an already applied Footnote/Endnote reference number by clicking on the desired style in the palette. You can access the Insert Footnote/Endnote dialog using the **Custom Footnote/Endnote** button in the palette.

To add a new Footnote/Endnote style or to edit an existing Footnote/Endnote style, choose an existing Footnote style and click the  button, or click the  button.

The **Edit Footnote Style** dialog displays.

- ➔ You can also display this dialog by choosing **Edit > Footnote Styles** to display the **Footnote Styles** dialog. Choose an existing Footnote style and click the *Edit* button, or click the *New* button.



Specify the attributes for your Footnote/Endnote style. The attributes in the top half of the dialog will be applied to the footnote/endnote reference text, the attributes under the **Footnote/Endnote Formatting** section of the dialog will be applied to the actual footnote text:

- **Name:** Enter a name in this field, or the application will use a default "New Footnote Style" name.
- **Reference Type:** Indicate if this will be a Footnote or an Endnote style.
- **Numbering Style:** Select a numbering style that will be applied to the Footnote/Endnote reference numbers from the **Numbering Style** drop-down menu. To create a numbering style, see "[Working with numbering styles](#)"
- **Marker Style:** Select a marker style that will appear in the reference text from the **Marker Style** drop-down menu. There are 3 options: **Superscript**, **Subscript** and **Inherit from Numbering**. If the **Inherit from Numbering** option is selected, then the character styling applied on the selected numbering style will be applied as the marker style.

- **Start At:** Specify the number used for the first Footnote in the story. Each story in a **article** begins with the same **Start At** number.
  - **Restart Numbering:** Specify when you wish to restart the numbering. Choose **Never** if you wish the numbering to never restart for the entire article. Choose **Each Page** or **Each Section** to specify when Footnote numbering is to be restarted. This option is only available only for Footnotes and not Endnotes.
  - **Paragraph Style:** To associate a paragraph style sheet with the Footnote/Endnote style, choose an option from the **Paragraph Style** drop-down menu. To create a paragraph style sheet, see "[Creating and editing paragraph style sheets](#)".
  - **Character Format:** Choose **Inherit From Marker Style** to retain the styling applied on the footnote/endnote reference number. To associate a different character styling with the footnote/endnote marker, choose a character style sheet from a list of character style sheets available in the **Character Format** drop-down menu. To create a character style sheet, see "[Creating and editing character style sheets](#)".
  - **Prefix:** Enter text that you want to appear before the footnote marker.
  - **Suffix:** Enter text that you want to appear after the footnote marker.
  - **Space Separator:** Select the space separator/s you want between the footnote/endnote marker and the text of the note.
  - **Start Endnotes on New Page:** Specify if you wish to start the Endnotes from a new page or from the same page just after the end of the story. This option is available only for Endnotes, not Footnotes. By default, the **Start Endnotes on New Page** option is unchecked for an Endnote style.
- ➔ If you select **Start Endnotes on New Page**, then you should not set **Auto Page Insertion** in preferences to **Off**, otherwise Endnotes will not be displayed.
- ➔ The space between two footnotes/endnotes can be specified using the **Space Before** and **Space After** settings of the paragraph styling applied to the footnote text.

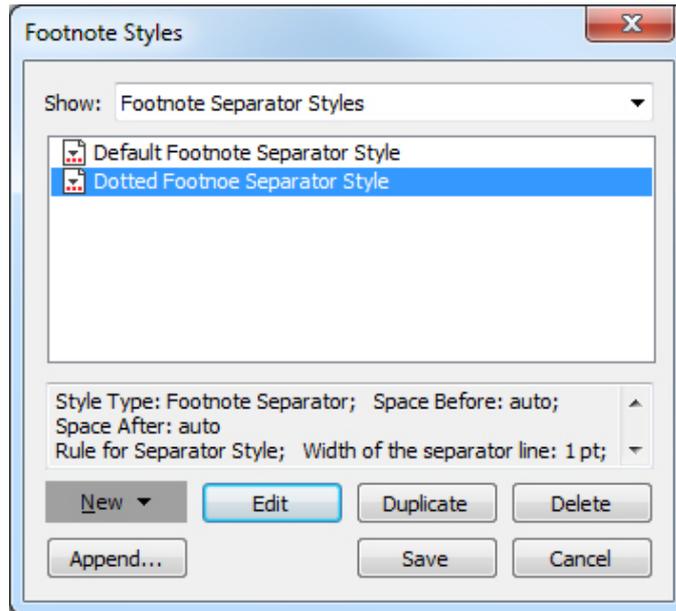
When you're done, click **OK**.

- ➔ After you have added a Footnote/Endnote style, it is listed in the **Footnote Style** dialog (**Edit > Footnote Styles**) and also in the **Footnote Styles** palette (**Window > Footnote Styles**). The new style will be available when you attempt to insert a custom Footnote/Endnote into the text.
- ➔ Footnote styles can be appended from another article

### Footnote separators

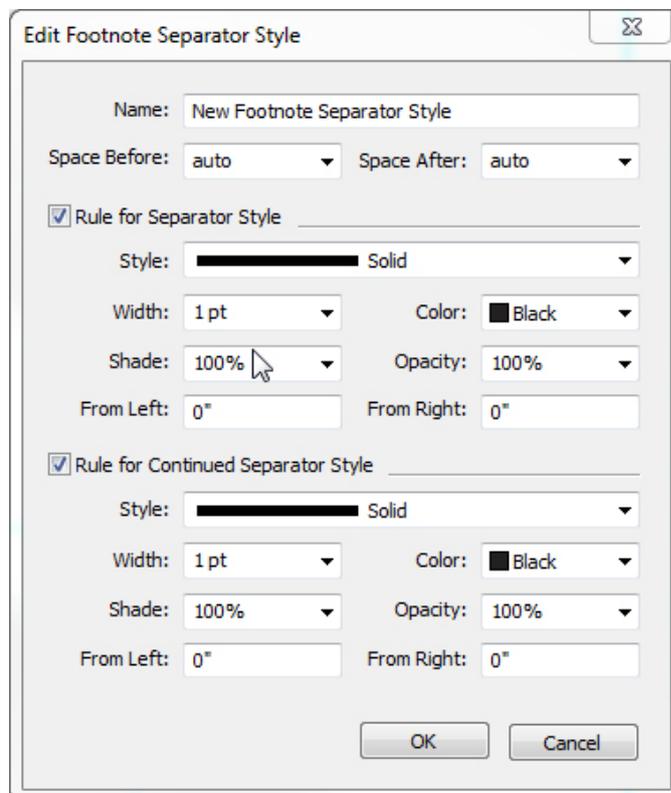
The Footnote separator is the line separator between the parent text and Footnote text. The Footnote separator style is a box attribute and as such you can apply a different Footnote separators to different boxes in the same story, or to different stories in the same layout.

To add or edit Footnote separator styles, choose **Edit > Footnote Styles** to display the **Footnote Styles** dialog.



Select **Footnote Separator Styles** from the drop-down menu under **Show:**. The existing Footnote separator styles will be listed. Choose an existing Footnote separator style and click the *Edit* or *Duplicate* button, or click the *New* button.

The **Edit Footnote Separator Style** dialog displays:



Specify the attributes for the Footnote separator style:

- **Name:** Enter a name in this field, or the application will use a default "New Footnote Separator Style" name.
- **Space Before:** Specify the desired amount of space above the separator (between the body text and the separator).
- **Space After:** Specify the desired amount of space below the separator (between the separator and the footnote/endnote text).
- **Rule for Separator Style:** Check to specify the attributes for the main footnote separator style.

➔ If this box is not checked, there will be no separator between the text and the footnote.

- **Rule for Continued Separator Style:** Check to specify the attributes of the separator style if the footnote will be continued onto a subsequent page or column.

➔ If this box is not checked and the footnote text overflows onto the next page or column, there will be no separator between the text and the footnote on the second page or column.

- **Style:** Select a line style for the separator from the **Style** drop-down menu.
- **Width:** Select a width or type in a value for the width of the separator from the **Width** drop-down menu.
- **Color:** Select a color for the separator from the **Color** drop-down menu.
- **Shade:** Select a shade or type in a value for the shade of the separator using the slider tool in the **Shade** drop-down menu.
- **Opacity:** Select an opacity or type in a value for the opacity of the separator using the slider tool in the **Opacity** drop-down menu.
- **From Left:** Specify the Left Indent offset for the separator. This value can be an absolute value or a relative value in terms of a percentage of the box.
- **From Right:** Specify the Right Indent offset for the separator. This value can be an absolute value or a relative value in terms of a percentage of the box.

When you're done, click **OK**.

➔ After you have added a Footnote separator style, it is listed in the **Footnote Styles** dialog (**Edit > Footnote Styles**).

To apply the new Footnote separator style, choose **Style > Footnote Separator Style** and select the new style.

### Checking spelling

To check spelling, choose an option from the **Utilities > Check Spelling** submenu: **Word**, **Component** or **Article**. The **Check Spelling** palette displays.



**Check Spelling** palette

To change the scope of the spell check, choose an option from the **Check** drop-down menu. The options are **Word**, **End Of Component**, **Component**, or **Article**.

To check spelling in locked text boxes, cells, and paths, check **Search Locked Content**. Spell checking always starts from the text insertion point.

To start a spell check, click **Start**. To start the spell check from the beginning of the active component, Shift+click **Start**.

To replace a misspelled word, type the correct spelling in the **Replace With** field or choose the correct word from the list, then click **Replace**. To replace all occurrences of the misspelled word, click **Replace All**.

To look up suggestions for the word in the **Replace With** field, click **Look up**.

To skip the selected word, click **Skip**. After you have skipped a word, the **Last Skipped** button will be enabled. Clicking this button will take you back to the last word you skipped. The skip history will be maintained for the current spell check session only.

To add the word in the **Replace With** field to an auxiliary dictionary, click **Add**. If no auxiliary dictionary is open, you can select or create one after you click **Add**. To add all suspect words to an open auxiliary dictionary, press Option+Shift/Alt+Shift and click **Add All**.

To close the **Check Spelling** palette, click **Done**.

➔ Spell checking is restricted to text boxes on visible layers only.

- ➔ You can click outside the **Check Spelling** palette and return to the palette to restart a spell check.
- ➔ To reverse changes from the **Check Spelling** palette, choose **Edit > Undo Text Change**.
- ➔ To display spell checking preferences, click **Preferences**. For more information, see "[Preferences — Application — Spell-Check](#)."

### Auxiliary dictionaries

To prevent a word from being flagged by the spell checker, create an *auxiliary dictionary* and add the word to that auxiliary dictionary. To create an auxiliary dictionary:

- (*Windows*) Choose **Utilities > Auxiliary Dictionary**, enter a name, and then click **New**
- (*Mac OS X*) Choose **Utilities > Check Spelling > Auxiliary Dictionary**, enter a name, and then click **New**

To add words to an auxiliary dictionary:

- (*Windows*) Choose **Utilities > Edit Auxiliary**
- (*Mac OS X*) Choose **Utilities > Check Spelling > Edit Auxiliary**

- ➔ Beginning with QuarkCopyDesk 2015, Auxiliary Dictionaries are saved in .xml format. Users will still be able to open legacy version documents and auxiliary dictionaries in QuarkCopyDesk 2016, but those dictionaries will get converted to .xml format.

Only one auxiliary dictionary at a time can be open for use with an article. An auxiliary dictionary remains associated with an article until you click **Close** in the **Auxiliary Dictionary** dialog box or until you open a different auxiliary dictionary.

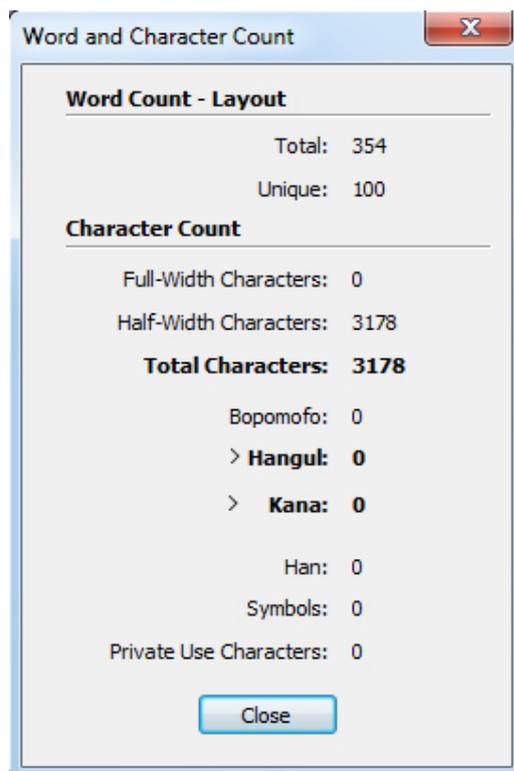
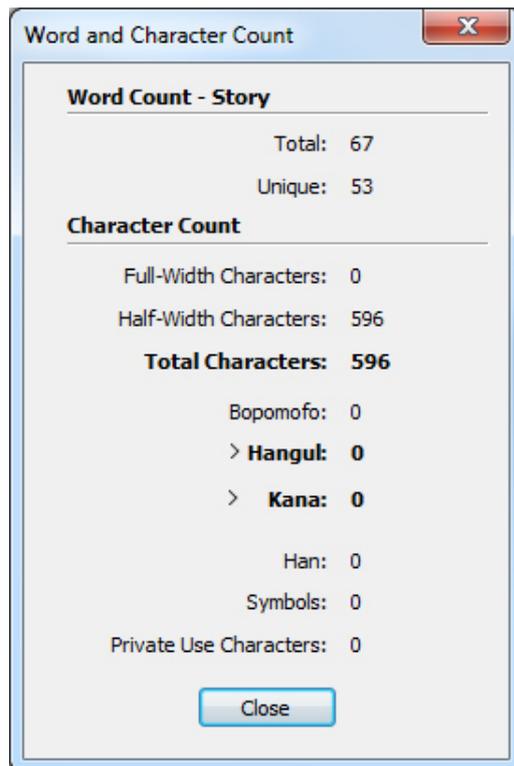
Auxiliary dictionaries are saved as separate files on your hard drive. The path to an article's auxiliary dictionary is saved with the article, so if you move an open auxiliary dictionary to another folder or volume, the application will be unable to find it.

To create or open an auxiliary dictionary without closing the **Check Spelling** palette, click **Add** while a word you want to keep is highlighted.

To add all suspect words to an open auxiliary dictionary, press Option+Shift/Alt+Shift and click **Add All**.

### Counting words and characters

To display a count of the words and characters in a component, choose **Utilities > Word and Character Count**.



**Word and Character Count** dialog box

The **Word Count** area displays the number of total and unique words in the story or layout.

The **Character Count** area displays the total number of characters and specific language characters in the story or layout.

- ➔ **Private Use Characters** are unique characters specified within a range of the Unicode character set by individuals, organizations, and software vendors outside the ISO and Unicode Consortium.

### Applying character attributes

QuarkCopyDesk lets you maintain precise, character-by-character control over text formatting.

#### Applying a font

To apply a font to selected text, do one of the following things:

- Choose **Style > Font** and choose a font from the submenu.
- (*Windows only*): Display the **Character Attributes** dialog box (**Style > Character**) and choose a font from the **Font** menu.
- Choose a font from the **Font** drop-down menu in the **Measurements** palette.
- Press Command+Option+Shift+M/Ctrl+Alt+Shift+M to jump directly to the font field in the **Measurements** palette, enter the first few characters of the font name until it is recognized, then press Return/Enter.

Your most recently used fonts display at the top of the font list.

- ➔ (*Windows only*): To display font previews in font menus, check the **Show in Font Menu** box in the **Fonts** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu). Press Shift to temporarily override this preference.
- ➔ (*Mac OS X only*): QuarkXPress automatically shows a preview of all typefaces in the font pop-ups. Press Shift to temporarily override this preference.

#### Choosing a font size

You can apply font sizes from 2 to 16128 points. To apply a size to selected text, do one of the following things:

- Choose **Style > Size** and choose a point size from the submenu.
- Click the arrow next to the current font size to display a list of point sizes, then either choose a size from the list or enter a new point size.
- Use one of the keyboard commands below.

#### Mac OS X

- Increase 1 pt: Command+Option+Shift+>
- Decrease 1 pt: Command+Option+Shift+<
- Increase in preset range: Command+Shift+>
- Decrease in preset range: Command+Shift+<

### Windows

- Increase 1 pt: Ctrl+Alt+Shift+>
- Decrease 1 pt: Ctrl+Alt+Shift+<
- Increase in preset range: Ctrl+Shift+>
- Decrease in preset range: Ctrl+Shift+<

### Applying type styles

To apply a type style to selected text, do one of the following things:

- Choose **Style > Type Style** and choose a type style from the submenu.
- (*Windows only*): Choose **Style > Character** and click check boxes in the **Type Style** area.
- Choose a type style from the **Text Styles** drop-down menu in the **Measurements** palette. Apply bold and italic type styles using the icons to the left of the **Text Styles** drop-down menu. To remove all styles from selected text, choose **Remove All Styles** from the **Text Styles** drop-down menu.

*Intrinsic* fonts are distinct font styles built into font families, such as “Times New Roman MT Std Bd” in the “Times New Roman MT Std” font family.

*Simulated* fonts are plain intrinsic fonts that have been modified to simulate bold, italic, or bold italic. When a font family does not include a bold or italic variation as a separate intrinsic font, you can apply the bold and italic type styles to allow your operating system to perform a *transform* to create a bold or italic rendition of the font. The result is a simulated font.

When you apply bold to a plain font, the application first tries to find an intrinsic bold version of the font, and then if it can't find such a font, it creates a simulated bold version of the font.

Warning icons identify simulated fonts in a layout because simulated fonts can cause output problems. Simulated fonts display with a warning icon in the **Measurements** palette, the **Glyphs** palette, the **Character Attributes** dialog box, the **Style > Type Style** submenu, the **Edit Character Style Sheet** dialog box, the **Change To** area of the **Find/Change** palette, the **Fonts** pane of the **Usage** dialog box (**Utilities** menu), the **Replace Font** dialog box accessible from the **Usage** dialog box, and the **Character Attributes** tab of the **Rubi** dialog box.

### Applying color, shade, and opacity

To apply color, shade, and opacity to selected text, do one of the following things:

- Choose options from the **Style > Color**, **Style > Shade**, and **Style > Opacity** submenus.
- Display the **Colors** palette (**Window > Show Colors**), click a color, and then choose or enter **Shade** and **Opacity** values.
- Use the color, shade, and opacity controls in the **Measurements** palette.

### Applying horizontal or vertical scale

To apply horizontal or vertical scaling to selected text, do one of the following things:

- (*Windows only*): Choose **Style > Horizontal/Vertical Scale**, choose **Horizontal** or **Vertical** from the **Scale** drop-down menu, enter a value in the field, and then click **OK**.
- Choose **Scale Text Horizontally** or **Scale Text Vertically** from the **Character/Character Attributes** tab of the **Measurements** palette, and enter a value in the field.
- Use one of the keyboard commands below. If a range of text is selected that has both horizontal and vertical scaling applied, the keyboard commands will increase or decrease the text accordingly.

➡ You cannot apply horizontal and vertical scaling values simultaneously.

#### Mac OS X

- Condense 5%: Command+[
- Expand 5%: Command+]
- Condense 1%: Command+Option+[
- Expand 1%: Command+Option+]

#### Windows

- Condense 5%: Ctrl+[
- Expand 5%: Ctrl+]
- Condense 1%: Ctrl+Alt+[
- Expand 1%: Ctrl+Alt+]

### Applying baseline shift

You can place characters above or below their baseline without affecting paragraph spacing. A positive value raises the text; a negative value lowers the text. To apply baseline shift to selected text, do one of the following things:

- (*Windows only*): Choose **Style > Baseline Shift**, enter a value in the **Baseline Shift** field, and then click **OK**.
- Enter a value in the **Baseline** field of the **Character/Character Attributes** tab of the **Measurements** palette.
- Use one of the keyboard commands below.

#### Mac OS X

- Down 1 pt: Command+Option+Shift+-
- Up 1 pt: Command+Option++

### Windows

- Down 1 pt: Ctrl+Alt+Shift+9
- Up 1 pt: Ctrl+Alt+Shift+0

### Applying emphasis

To apply an emphasis mark to a character, select the character, click the **Emphasis Mark** drop down in the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette to display the emphasis mark options, and then click one of the options. These options are also available in the **Emphasis Mark** drop-down menu under **Style > Type Style**. On Windows, these options are also available in the **Emphasis Mark** drop-down menu in the **Character Attributes** palette (**Style > Character**).

### Controlling half-width characters

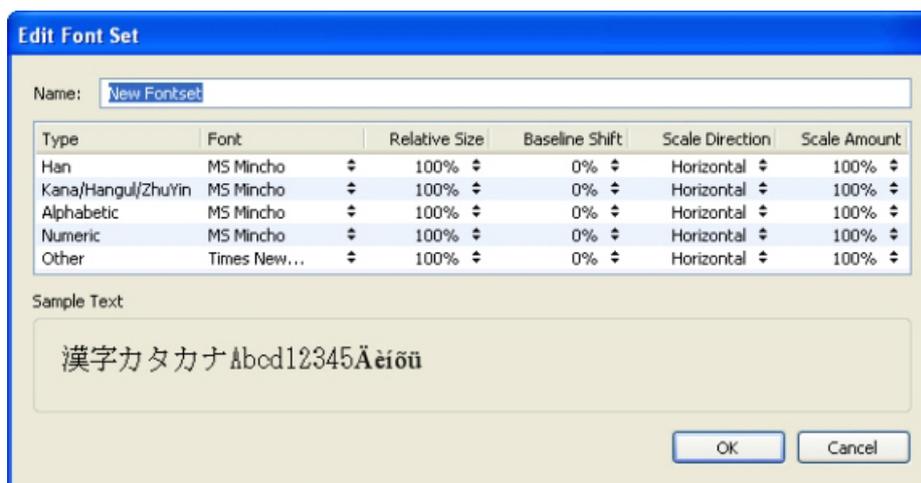
To keep half-width characters (such as Roman characters) horizontal in a vertical story:

- (*Windows only*) Check the **Keep Half-Width Characters Upright** box in the **Character Attributes** dialog box (**Style > Character**) .
- (*Mac OS X only*) Check the **Keep Half-Width Characters Upright** box on the **Character** tab of the **Measurements** palette.

### Working with font sets

! Font sets let you control how different types of characters — such as Alphabetic (Roman) and Han characters — display when they occur together in text.

You can create a new font set in the **Edit Font Set** dialog box (**Edit > Font Sets**). Each font set is composed of a set of font types, each of which has its own settings.



Use the **Edit Font Set** dialog box to configure a font set.

For each type in a font set, you can control the following:

- **Font:** Specify a font for each type of character group.

- **Relative Size:** Specify the relative size of each font based on the font size used in the layout. For example, if the font size in your layout is 12 points, and you specify a relative setting of 200%, the font displays at 24 points.
- **Baseline Shift:** Specify a value to raise or lower the font from its baseline.
- **Scale Direction:** Specify whether the font is scaled horizontally or vertically.
- **Scale Amount:** Specify the amount of horizontal or vertical scaling.

The **Sample Text** area of the dialog box displays sample text that uses each of the fonts in the font set.

You can apply a font set to text in the same way that you apply a font to text. Simply select the text and choose a font set from the font drop-down menu in the **Measurements** palette. Font sets display at the top of the list.

To append a font set to a project, use the **Append** button in the **Font Sets** dialog box (**Edit > Font Sets**).

### Working with grouped characters

! Use the **Group Characters** dialog box (**Style** menu) to include a group of horizontal characters, such as Roman characters, within a vertical line of text. Grouped characters always display horizontally and do not break at the end of a line. To group selected characters:

- 1 Choose **Style > Group Characters**.
- 2 Choose **Vertical** or **Horizontal** from the **Scale** drop-down menu and enter a percentage in the field to the right of the **Scale** drop-down menu.
- 3 If you want to change the character spacing, enter a value in the **Track/Sending Amount** field.
- 4 Click **OK**.

### Aligning characters on a line

! The Character Alignment feature gives you several options for aligning small characters in a line of text to the largest character in a line of text. You can align characters based on their baselines, their em boxes, or their ICF boxes.

*Em boxes* are the bounding boxes of characters. The *ideographic character face* (ICF) box is a boundary inside the em box beyond which a glyph cannot extend. ICF boxes are necessary to ensure that glyphs in an East Asian text flow do not touch each other. The red area in the diagram below represents the boundaries of the em box. The yellow area represents the ICF box.



Red represents the em box. Yellow represents the ICF box.

You can align smaller characters with the largest characters that appear in the same line of text in one of following ways:

- Choose an option from the **Style > Character Alignment** submenu.
- (*Windows only*): Choose **Style > Formats** and choose an option from the **Char Align** drop-down menu under the **Formats** tab.
- (*Mac OS X only*): Choose an option from the **Char Align** drop-down menu on the **Paragraph** tab of the **Measurements** palette..

The alignment options are:

- **ICF Box Top**: Aligns small characters with the top of the ICF box.
- **Embox Top**: Aligns small characters with the top edge of the em box of the largest character in a line of horizontal text.
- **Embox Bottom**: Aligns small characters with the bottom edge of the em box of the largest character in a line of horizontal text.
- **Embox Centered**: Aligns small characters with the center of the em box of the largest character.
- **Embox Right**: Aligns small characters with the right edge of the em box of the largest character in a line of vertical text.
- **Embox Left**: Aligns small characters with the left edge of the em box of the largest character in a line of vertical text.
- **Roman Baseline**: Aligns small characters with the baseline of the largest character.
- **ICF Box Bottom**: Aligns small characters with the bottom of the ICF box.

# Horizontal

EM Top	日中韓漢文Text
EM Center	日中韓漢文Text
Baseline	日中韓漢文Text
EM Bottom	日中韓漢文Text
ICF Top	日中韓漢文Text
ICF Bottom	日中韓漢文Text

Examples of horizontal character alignment

# Vertical

EM Right	日中韓漢文Text
EM Center	日中韓漢文Text
Baseline	日中韓漢文Text
EM Left	日中韓漢文Text
ICF Right	日中韓漢文Text
ICF Left	日中韓漢文Text

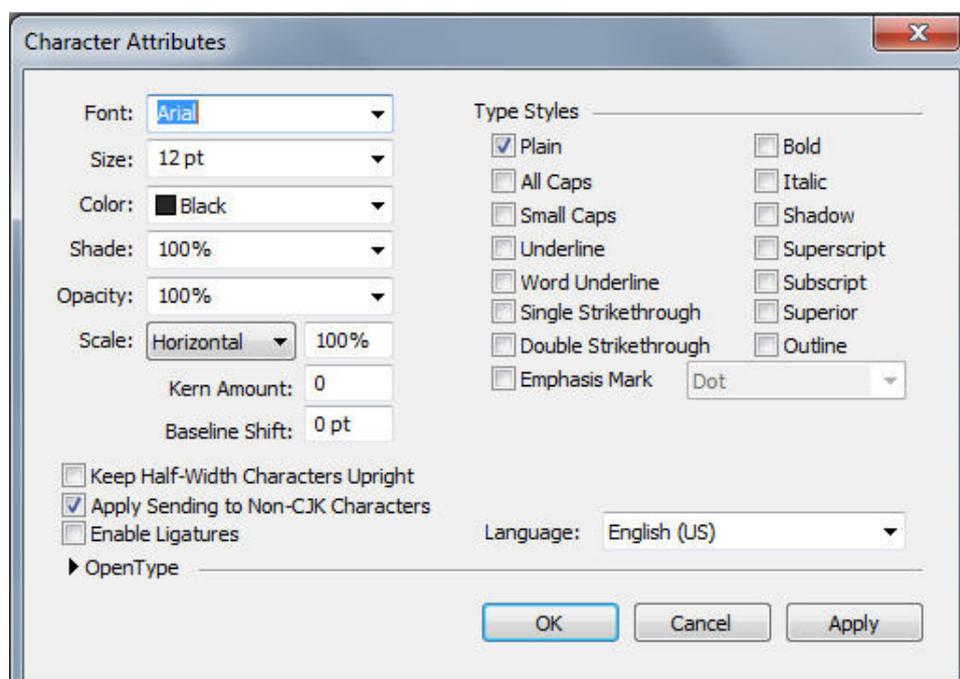
Examples of vertical alignment

### Applying multiple character attributes

You can view and edit all character attributes at one time using the **Character Attributes** dialog box (**Style > Character**) on *Windows*, or by using the **Paragraph** tab of the **Measurements** palette on *Mac OS X*.

Blank fields and gray check boxes indicate that multiple styles are applied to selected text. For example, if the **Font** field is blank, then more than one font is applied to the selected text.

If you enter a value in a blank field, that value will be applied to all the selected text. If you check or uncheck a gray check box, that style setting will be applied to or removed from all selected text.



Use the **Character Attributes** dialog box to format text.

### Applying paragraph attributes

*Paragraph attributes* are formatting options that apply to a paragraph as a whole. They include alignment, indents, leading, and tab settings. To apply attributes to selected paragraphs, use the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette and on *Windows* you can also use the **Paragraph Attributes** dialog box (*Windows only*) (**Style > Formats**).

You can copy any applied paragraph formats from one paragraph to other paragraphs in the same box or text chain. To copy applied paragraph formats, select the paragraph or range of paragraphs that you want to change, then press Option+/Alt+Shift while clicking anywhere in the paragraph with the formats you want to copy. Copying paragraph formats in this way will not change any character attributes.

## Controlling alignment

You can choose from five paragraph alignments: Left, Centered, Right, Justified, and Forced. The **Forced** option aligns all lines between the left and right indentations, like the **Justified** option, but also justifies the last line (if there is a return at the end of the paragraph).

To set the alignment of selected text, do one of the following things:

- Choose an alignment from the **Style > Alignment** submenu.
- Click an alignment icon in the **Measurements** palette.
- Use one of the keyboard commands below.

### Mac OS X

- Left : Command+Shift+L
- Centered : Command+Shift+C
- Right : Command+Shift+R
- Justified : Command+Shift+J
- Forced : Command+Option+J

### Windows

- Left : Ctrl+Shift+L
- Centered : Ctrl+Shift+C
- Right : Ctrl+Shift+R
- Justified : Ctrl+Shift+J
- Forced : Ctrl+Alt+Shift+J

## Controlling indentation

Use the following fields to specify the indents:

- To specify how far a paragraph is indented from the left edge of a box or column, enter a value in the **Left Indent** field.
- To specify how far the first line of a paragraph is indented from the **Left Indent** value, enter a value in the **First Line** field. Note that **First Line** indentation is relative to the **Left Indent** applied to a paragraph. For example, if you specify a **Left Indent** of .5", and a **First Line** indentation of .5", the first line will begin 1" from the left edge of the text box.
- To specify how far a paragraph is indented from the right edge of a box or column, enter a value in the **Right Indent** field. Click OK.
- To create a hanging indentation, specify a positive **Left Indent** and a negative **First Line** indentation or drag the indentation icons on the column ruler. In **Windows**, you can use the **Apply** button in the **Formats** tab of the **Paragraph**

**Attributes** dialog box (**Style > Formats**) to experiment with the hanging indentation.

In addition to setting hanging indents as a paragraph attribute, you can enter a special character that forces the indenting of all lines of text from that point to the next paragraph return. Press Command+\ (Mac OS X) or Ctrl+\ (Windows) to enter a special Indent Here character. (The Indent Here character is an invisible character; to view invisible characters, choose **View > Invisibles** (Command+I/Ctrl+I.)

### Controlling leading

Leading is a measure of line spacing — the distance between text baselines in paragraphs. When you specify a leading value, it is applied to all lines in selected paragraphs. You can specify leading by three methods:

- *Absolute leading* sets the distance between baselines of text to a specific value, regardless of the size of characters on the lines. For example, if you specify an absolute leading value of 16 points for a paragraph, all baselines will be spaced 16 points apart. When specifying absolute leading, use a value that is the total vertical distance you want between text baselines.
- *Incremental auto leading* combines a base amount of auto leading with an absolute value specified in the **Leading** field. Incremental leading values must be preceded by a plus (+) or minus (–) sign.
- *Auto leading* means the application uses the value in the **Auto Leading** field (**QuarkCopyDesk /Edit > Preferences > Print Layout > Paragraph** pane) to decide whether percentage-based or incremental auto leading occurs. The default — percentage-based — takes the base amount of auto leading and adds to it a fixed percentage of the largest font size on the upper line to determine the total amount of leading between an auto-led line and the line above it. The default value for percentage-based auto leading is 20%. To specify auto leading, enter **auto** in the **Leading** field.

To set the alignment of selected paragraphs, do one of the following things:

- (*Windows only*) : Choose **Style > Leading**, then enter an absolute leading value, an incremental leading value (preceded by a plus or minus sign), or **auto** in the **Leading** field.
- Use the **Leading** controls in the **Measurements** palette.
- Use one of the keyboard commands below.

### Mac OS X

- Decrease 1 pt: Command+Shift+:
- Decrease .1 pt: Command+Option+Shift+:
- Increase 1 pt: Command+Shift+"
- Increase .1 pt: Command+Option+Shift+"

## Windows

- Decrease 1 pt: Ctrl+Shift+:
- Decrease .1 pt: Ctrl+Alt+Shift+:
- Increase 1 pt: Ctrl+Shift+"
- Increase .1 pt: Ctrl+Alt+Shift+"

## Controlling space before and after paragraphs

**Space Before** and **Space After** controls let you specify the amount of space before and after selected paragraphs.

To set the space before and after selected paragraphs, choose **Style > Formats**, then enter values in the **Space Before** or **Space After** fields.

## Setting tabs

You can choose from six kinds of tab stops:

- **Left** aligns text flush left on the tab stop.
- **Center** aligns text centrally on that tab stop.
- **Right** aligns text flush right on the tab stop.
- **Decimal** aligns text on a decimal point (period).
- **Comma** aligns text on a first comma.
- **Align On** aligns text on any character you specify. When you select this tab, the **Align On** field displays. Select the existing entry, and enter the character to align on.

➔ If you do not set custom tabs, the application sets default left-aligned tabs every half-inch.

To apply tabs to selected paragraphs, use the controls in the **Tabs** tab of the **Paragraph Attributes** dialog box (**Style > Tabs**).

## Controlling widow and orphan lines

Widows and orphans are two kinds of typographically undesirable lines. Traditionally, a widow is defined as the last line of a paragraph that falls at the top of a column. An orphan is the first line of a paragraph that falls at the bottom of a column.

Using the **Keep Lines Together** feature, you can choose not to break paragraphs, so that if all the lines in a paragraph do not fit in a column or on a page, the whole paragraph will flow to the top of the next column or page. Alternatively, you can specify the number of lines that must be left at the bottom of a column or box, and at the top of the following column or box, when a paragraph is broken. Using the **Keep with Next ¶** feature, you can keep a paragraph together with the paragraph that follows it. This lets you keep a subhead together with the paragraph that follows it, or keep other lines of text that logically go together from being separated.

It is common to specify **Keep with Next ¶** for headline and subhead style sheets and specify **Keep Lines Together** (usually with **Start** and **End** parameters) for body text style sheets.

To turn the **Keep Lines Together** and **Keep with Next ¶** features on or off for selected paragraphs:

- *(Windows only)*: Choose **Style > Formats** to display the **Formats** tab of the **Paragraph Attributes** dialog box, then check or uncheck **Keep Lines Together** and **Keep with Next ¶**
- *(Mac OS X only)*: Use the **Paragraph** tab of the **Measurements** palette.

### Working with non-breaking character sets

 Non-breaking characters are characters that cannot begin or end a line, and also which cannot be separated from each other at line breaks. The **Non-Breaking Character Set** dialog box (**Edit > NonBreaking Character Sets**) includes default non-breaking character sets for **Japanese Strong**, **Japanese Weak**, **Korean Standard**, **Simplified Chinese Standard** and **Traditional Chinese Standard**.

To create custom non-breaking character sets:

- 1 Choose **Edit > Non-Breaking Character Sets**. The **Non-Breaking Character Sets** dialog box displays.
  - 2 Click **New**.
  - 3 Enter a name in the **Name** field.
  - 4 Enter characters in the **Enter characters that cannot begin a line** field, the **Enter characters that cannot end a line** field, and the **Enter non-separable characters** field.
  - 5 Click **OK**.
  - 6 Click **Save**.
- ➔ To apply a non-breaking character set to a paragraph, choose one from the **Non-Breaking Char Set** drop-down menu in the **Edit Hyphenation & Justification** dialog box (**Edit > H&Js > Edit**).

### Controlling kerning

*Kerning* is the adjustment of space between character pairs. Because of their shapes, certain character pairs look better when kerned. You can use automatic kerning, and you can also use manual kerning controls to specify additional kerning between characters.

Kerning values are expressed as 1/200 of an em space. A positive kerning value increases the amount of space between characters; a negative value decreases it.

**Kerning manually**

To apply kerning between two characters, do one of the following things:

- (*Windows only*): Choose **Style > Kern** and enter a value in the **Kern Amount** field. Click **OK**.
- Use the **Kern Amount** controls in the **Measurements** palette.
- Use one of the keyboard commands below.

**Mac OS X**

- Decrease 1/20-em: Command+Shift+{
- Increase 1/20-em: Command+Shift+}
- Decrease 1/200-em: Command+Option+Shift+{
- Increase 1/200-em: Command+Option+Shift+}

**Windows**

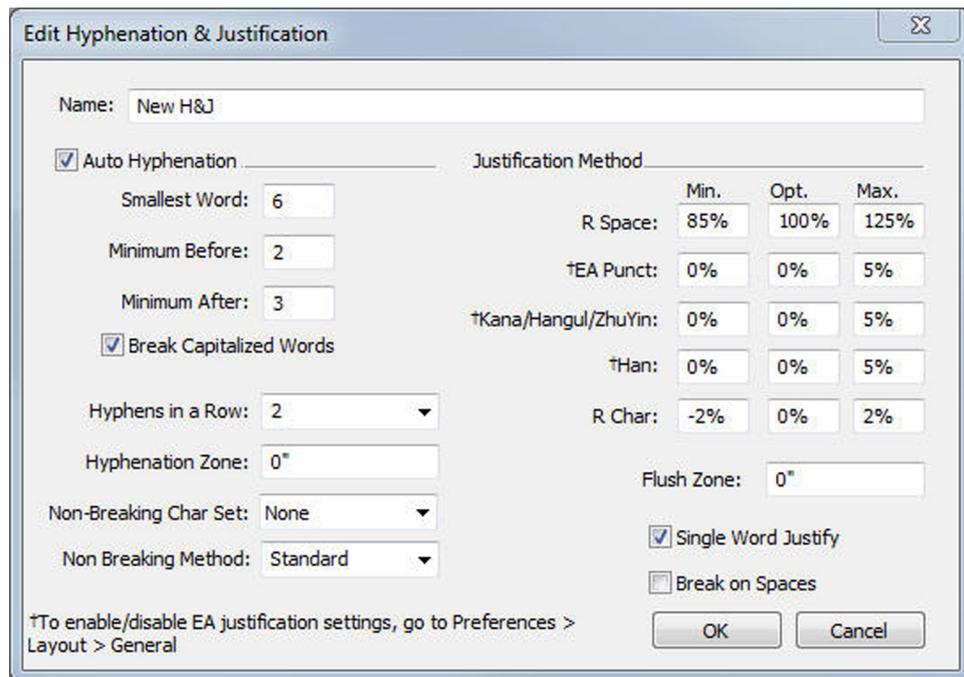
- Decrease 1/20-em: Ctrl+Shift+{
- Increase 1/20-em: Ctrl+Shift+}
- Decrease 1/200-em: Ctrl+Alt+Shift+{
- Increase 1/200-em: Ctrl+Alt+Shift+}

**Kerning automatically**

To automatically kern text above a specific point size, display the **Character** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu), check **Auto Kern Above**, and enter a value in the field.

**Controlling hyphenation and justification**

A hyphenation and justification (H&J) specification is a named package of settings for hyphenating words that go over the margin of a line of text and for justifying spaces between words and characters. You can apply H&Js to individual paragraphs, or you can associate an H&J with a paragraph style sheet. Use the **Edit Hyphenation & Justification** dialog box (**Edit > H&Js > New**) to control these settings.



The **Edit Hyphenation & Justification** dialog box

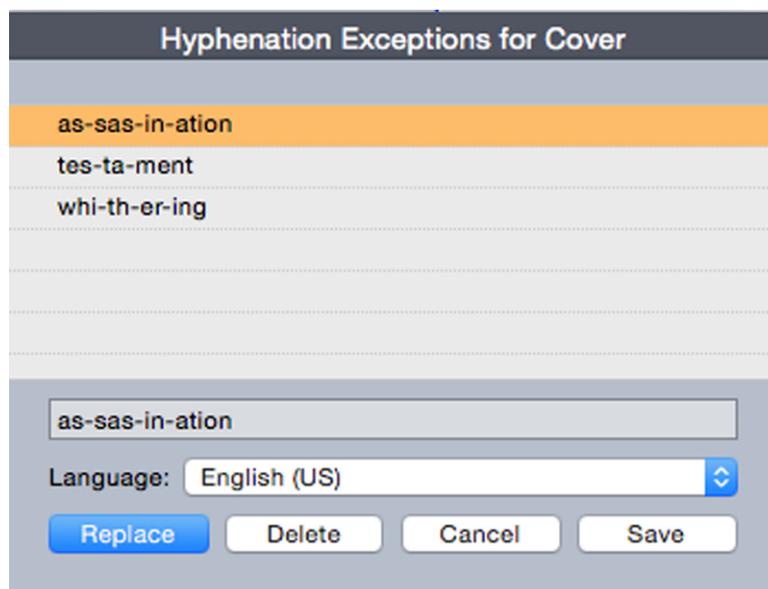
- **Auto Hyphenation:** Specify whether automatic hyphenation is allowed.
- **Smallest Word:** Specify the minimum number of characters a word must contain to allow hyphenation.
- **Minimum Before:** Specify the minimum number of characters before a hyphen.
- **Minimum After:** Specify the minimum number of characters after a hyphen.
- **Break Capitalized Words:** Specify whether hyphenation of capitalized words is allowed.
- **Hyphens in a Row:** Specify how many words can be hyphenated in consecutive line ends.
- **Hyphenation Zone:** Specify the area before the right indentation in which hyphenation can occur. For example, if you set the hyphenation zone to .05", the word is hyphenated when an acceptable hyphenation point falls within .05" of the right indentation. The word preceding the hyphenated word must not fall within the hyphenation zone.
- **Hyphenation Zone:** For words containing Roman characters, specify the area before the right indentation in which hyphenation can occur. For example, if you set the hyphenation zone to .05", the word is hyphenated when an acceptable hyphenation point falls within .05" of the right indentation. The word preceding the hyphenated word must not fall within the hyphenation zone.
- **Justification Method:** Specify how words and characters are spaced.
- **Space:** Specify the minimum and maximum amount of space between words in paragraphs that have justified or forced alignment. Specify the optimum amount of space between words in all paragraphs, regardless of their alignment.

- **Char:** Specify the minimum and maximum amount of space between characters in paragraphs that have justified or forced alignment. Specify the optimum amount of space between characters in all paragraphs, regardless of their alignment.
-  **Non-Breaking Char Set:** Choose a non-breaking character set from the drop-down menu. For more information about non-breaking character sets, see "[Working with non-breaking character sets.](#)"
-  **Non Breaking Method:** Choose a non-breaking method from the drop-down menu. When the last character in a line of justified text is a non-breaking character that cannot end a line, **Run Back** pulls the first character of the next line up to the current line, based on the value in the **Min.** field. **Run Down** pushes the character to the next line, based on the value in the **Max.** field. For more information about non-breaking characters, see "[Working with non-breaking character sets.](#)"
-  **R Space:** Specify the amount of space between words containing Roman characters in justified paragraphs. Specify the optimum amount of space between words containing Roman characters in all paragraphs, regardless of their alignment.
-  **EA Punct:** Specify the minimum and maximum amount of space between East Asian punctuation characters in justified paragraphs. Specify the optimum amount of space between East Asian punctuation characters in all paragraphs, regardless of their alignment.
-  **Kana/Hangul/ZhuYin:** Specify the minimum and maximum amount of space between Kana, Hangul, or Zhu Yin characters in justified paragraphs. Specify the optimum amount of space between Kana, Hangul, or Zhu Yin characters in all paragraphs, regardless of their alignment.
-  **Han:** Specify the minimum and maximum amount of space between Han characters in justified paragraphs. Specify the optimum amount of space between Han characters in all paragraphs, regardless of their alignment.
-  **R Char:** Specify the minimum and maximum amount of space between Roman characters in justified paragraphs. Specify the optimum amount of space between Roman characters in all paragraphs, regardless of their alignment.
- **Flush Zone:** Specify the area before the right indentation within which the last word in the last line of a justified paragraph must fall in order to justify that line. For example, if you enter 1", the last line of a paragraph to which the hyphenation and justification specification is applied will not be justified until the last word in the line falls within 1" of the right indentation.
- **Single Word Justify:** Specify whether a single word on a line in a justified paragraph extends from the left indentation to the right indentation. When the box is unchecked, a single word on a line is left-aligned.
-  **Break on Spaces:** Specify whether Chinese, Japanese, and Korean text breaks on spaces.

➔ To enable/ disable justification settings for East Asian text categories of EA Punct, Han, Kana/ Hangul/ ZhuYin specified in H&J, go to **Preferences > Layout > General**

### Specifying hyphenation exceptions

In QuarkCopyDesk, you can create language-specific lists of *hyphenation exceptions*. The **Hyphenation Exceptions** dialog box (**Utilities > Hyphenation Exceptions > Edit**) has a **Language** drop-down menu that lets you specify which language a hyphenation exception applies to. When a paragraph is automatically hyphenated, the application checks the list of hyphenation exceptions for the appropriate paragraph language.



The **Hyphenation Exceptions** dialog box

- ➔ The **Suggested Hyphenation** dialog box (**Utilities** menu) displays the recommended hyphenation of a word that is based on the hyphenation method specified for the paragraph and the hyphenation exceptions for the paragraph's language.

### Using discretionary hyphens

In addition to hyphenating text automatically, you can control line breaks and text flow by inserting manual, or discretionary, hyphens (Command+ [hyphen]/Ctrl+ [hyphen]). A discretionary hyphen is inserted only when a word is broken at the end of a line.

### Controlling tracking

*Tracking* lets you adjust the space between selected characters and words for copyfitting and typographic effects. Tracking values are expressed as 1/200 of an em space. A positive tracking value increases the space to the right of each character; a negative value decreases it.

Tracking is commonly used for copyfitting. However, too much tracking can interfere with design and readability. When you are using tracking for copyfitting, consider these guidelines:

- Track whole paragraphs rather than one line or one word.

- Establish guidelines for tracking (for example from +3 to -3).
- Make sure vertically adjacent paragraphs have similar tracking applied.

These are general rules; appropriate tracking values depend on the design, font, column width, and other factors.

### Tracking manually

To apply tracking to selected text, do one of the following things:

- (*Windows only*): Choose **Style > Track**, enter a value in the **Track Amount** field, and then click **OK**.
- Use the **Track Amount** controls in the **Measurements** palette.
- Use one of the keyboard commands below.

### Mac OS X

- Decrease 1/20-em: Command+Shift+{
- Increase 1/20-em: Command+Shift+}
- Decrease 1/200-em: Command+Option+Shift+{
- Increase 1/200-em: Command+Option+Shift+}

### Windows

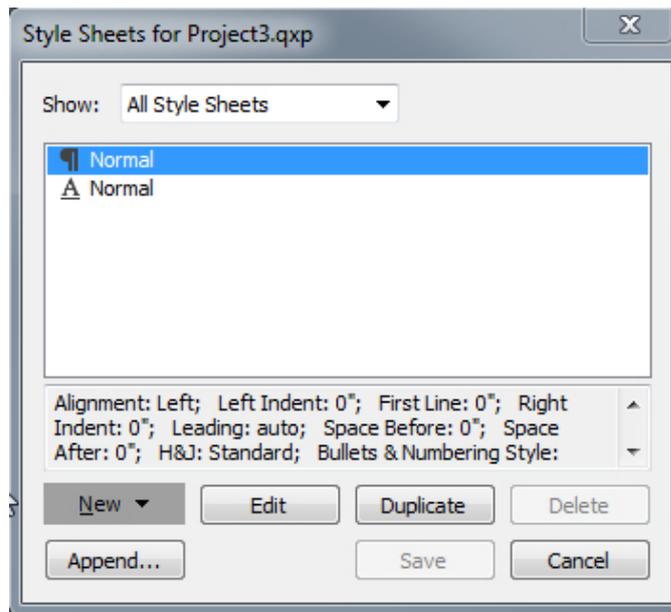
- Decrease 1/20-em: Ctrl+Shift+{
- Increase 1/20-em: Ctrl+Shift+}
- Decrease 1/200-em: Ctrl+Alt+Shift+{
- Increase 1/200-em: Ctrl+Alt+Shift+}

## Working with style sheets

A style sheet is a group of paragraph attributes, character attributes, or both that can be applied to selected paragraphs and characters in one step. Use style sheets to change unformatted text into styles such as headlines, subheadings, captions, or body copy. Using style sheets to apply a number of character and paragraph attributes at one time reduces layout time and helps maintain typographic consistency.

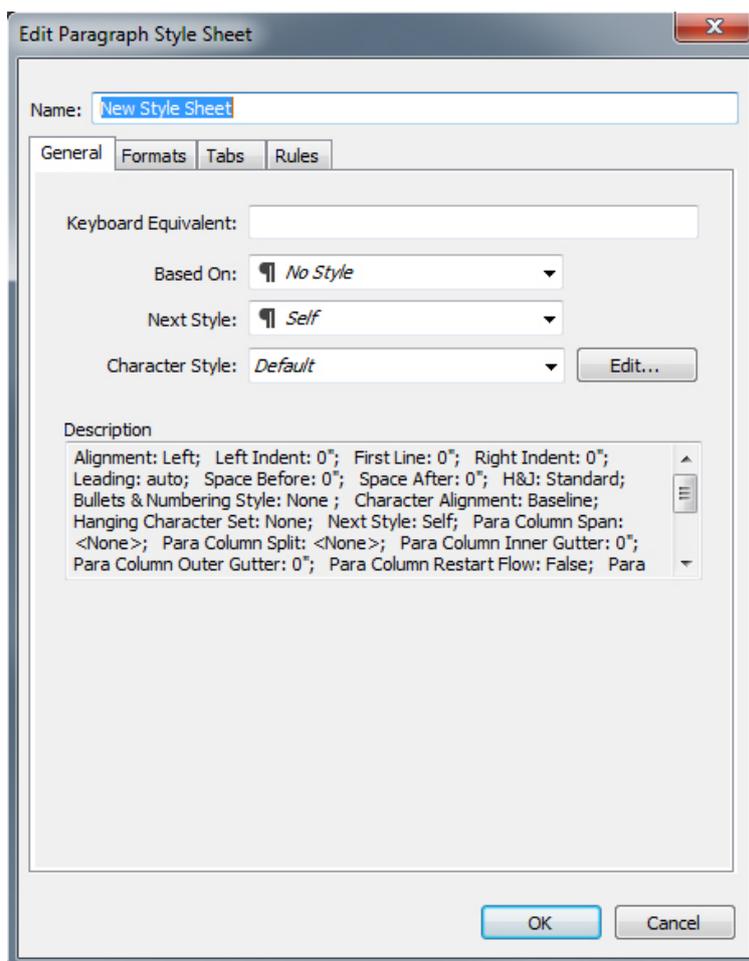
### Creating and editing paragraph style sheets

A paragraph style sheet is a named package of paragraph and character attributes. You can apply all of a paragraph style sheet's formatting attributes to text by simply applying the style sheet to the text. To create, edit, duplicate, or delete paragraph style sheets, use the **Style Sheets** dialog box (**Edit > Style Sheets**).



Use the **Style Sheets** dialog box to create, edit, and delete style sheets.

To create a paragraph style sheet, choose **Paragraph** from the **New** drop-down button. The **Edit Paragraph Style Sheet** dialog box displays. Use the controls in this dialog box to configure the attributes of the style sheet.



Use the **Edit Paragraph Style Sheet** dialog box to configure a paragraph style sheet.

First, configure the controls in the **General** tab:

- **Name:** Enter a name in this field, or the application will use a default "New Style Sheet" name.
- **Keyboard Equivalent:** To define a keyboard command for the style sheet, enter one in the **Keyboard Equivalent** field. You can enter any combination of Command, Option, Shift, or Control/Ctrl or Ctrl+Alt, along with a function or keypad key.
- If you define a keyboard equivalent for a style sheet with a key sequence that also defines an existing command, the style sheet command will override the existing command when a text component is active.
- **Based on:** To base the attributes of a new style sheet on an existing one, click the **Based on** drop-down menu and choose a style sheet from the list. Note that if you use the **Based on** drop-down menu in the **Edit Paragraph Style Sheet** dialog box to base a style sheet on an existing one, changes you make to the original style sheet are automatically applied to those based on it.
- **Next Style:** To select a transition from one paragraph style sheet to another after entering a carriage return, choose a paragraph style sheet from the **Next Style** drop-down menu.

- **Style:** To associate a character style sheet with the paragraph style sheet, choose an option from the **Style** drop-down menu in the **Character Attributes** area. To create a character style sheet, see "[Creating and editing character style sheets](#)."

Next, use the **Formats**, **Tabs**, and **Rules** tabs to specify additional attributes for your paragraph style sheet. When you're done, click **OK** to return to the **Style Sheets** dialog box, then click **Save** to save the style sheet. After you save a paragraph style sheet, it is listed in the **Paragraph Style Sheet** submenu (**Style** menu) and also in the **Style Sheets** palette.

- ➔ When you create a style sheet with no articles open, that style sheet becomes part of the default style sheet list and is included in all subsequently created articles. When you create a style sheet with an article open, that style sheet is included only in the active article's style sheet list.
- ➔ To create a paragraph style sheet based on formatted text, first place the text insertion point within a paragraph that uses the format attributes that you want in your paragraph style sheet. Choose **Edit > Style Sheets** to display the **Style Sheets** dialog box. Choose **New > Paragraph** and enter a name in the **Name** field. Click **Save**. Then apply the new style sheet to the paragraph. When you check the preference "Apply Style Sheet after creation" the style sheet gets automatically applied to the paragraph you have currently selected.

### Updating paragraph style sheets

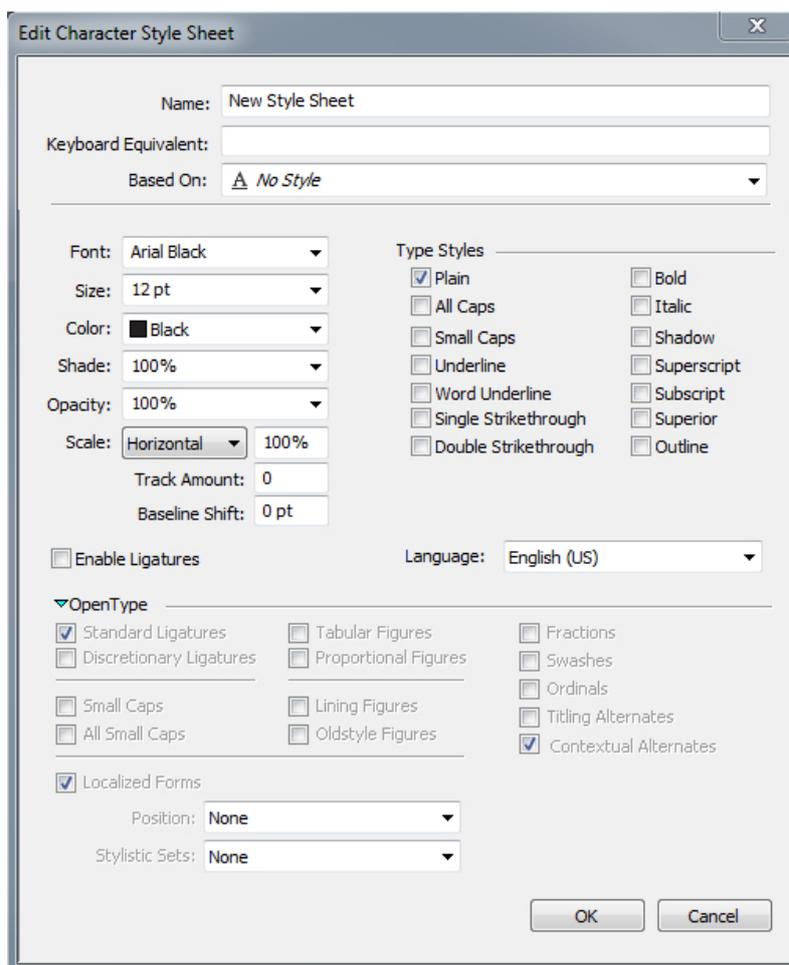
When you place the cursor in a paragraph that has uniform local formatting applied, you can update the style sheet applied to that text to include the local formatting by clicking the **Update** button . Alternatively, you can choose **Style > Update Style Sheet > Paragraph**.

To update both the paragraph style sheet and the character style sheet applied to text so that they reflect local formatting, choose **Style > Update Style Sheet > Both**.

### Creating and editing character style sheets

A character style sheet is a named package of character attributes. You can apply all of a character style sheet's formatting attributes to text by simply applying the style sheet to the text. To create, edit, or delete character style sheets, use the **Style Sheets** dialog box (**Edit > Style Sheets**).

To create a character style sheet, choose **Character** from the **New** drop-down button. The **Edit Character Style Sheet** dialog box displays. Use the controls in this dialog box to configure the attributes of the style sheet.



Use the **Edit Character Style Sheet** dialog box to configure a character style sheet.

First, configure the controls in the **General** tab:

- **Name:** Enter a name in this field, or the application will use the default "New Style Sheet" name.
- **Keyboard Equivalent:** To define a keyboard command for the style sheet, enter one in the **Keyboard Equivalent** field. You can enter any combination of Command, Option, Shift, or Control/Ctrl or Ctrl+Alt, along with a function or keypad key.
- **Based On:** To base the attributes of a new style sheet on an existing one, choose a style sheet from the **Based On** drop-down menu.

Next, choose character attributes from the lower section of the **Edit Character Style Sheet** dialog box. When you're done, click **OK** to return to the **Style Sheets** dialog box, then click **Save** to save the style sheet. After you save a character style sheet, it is listed in the **Character Style Sheet** submenu (**Style** menu) and also in the **Style Sheets** palette.

### Updating character style sheets

When you select text that has uniform local formatting applied, you can update the style sheet applied to that text to include the local formatting by clicking the **Update** button . Alternatively, you can choose **Style > Update Style Sheet > Character**.

To update both the paragraph style sheet and the character style sheet applied to text so that they reflect local formatting, choose **Style > Update Style Sheet > Both**.

### Applying style sheets

To apply a style sheet to selected text, do one of the following things:

- Choose the style sheet name from the **Style > Paragraph Style Sheet** submenu or the **Style > Character Style Sheet** submenu.
- Display the **Style Sheets** palette (**Window** menu) and then click the style sheet name in the palette.
- Use the keyboard command (if any) displayed next to the style sheet name in the **Style Sheets** palette.

In addition, the **Style Sheets** palette menu and the context menu for style sheets provide the following options:

- **Apply Style Sheet & Retain Local Type Styles:** Applies the selected style sheet, leaving only local type styles (such as bold and italic) intact.
- **Apply Style Sheet & Retain Local Type Styles & OpenType Styles:** Applies the selected style sheet, leaving both local type styles (such as bold and italic) and OpenType type styles intact.
- **Apply Style Sheet & Remove Local Formatting:** Applies the selected style sheet and removes all local formatting. Equivalent to Option/Alt-clicking the style sheet name.
- **Apply Style Sheet & Remove Local Paragraph Formatting:** Applies the selected style sheet and removes only local paragraph formatting. All local character formatting is left intact.
- **Apply Style Sheet & Maintain Appearance:** Applies the selected style sheet, plus any local formatting necessary to maintain the paragraph's current appearance.

If you use one of the following commands, QuarkCopyDesk applies the indicated paragraph style sheet to the selected text, then if that style sheet has a specified Next Style, applies that style to the following paragraph. This process continues until QuarkCopyDesk encounters a paragraph that does not have a specified Next Style. The options for this feature are as follows:

- **Apply Using Next Style:** Applies style sheets using Next Style.
- **Apply Using Next Style & Retain Local Type Styles:** Applies style sheets using Next Style, leaving local type styles (such as bold and italic) intact.
- **Apply Using Next Style & Retain Local Type Styles & OpenType Style:** Applies style sheets using Next Style, leaving both local type styles (such as bold and italic) and OpenType type styles intact.
- **Apply Using Next Style & Remove Local Formatting:** Applies style sheets using Next Style, plus any local formatting necessary to maintain each paragraph's current appearance.

When local paragraph or character attributes exist in selected text, a plus sign displays next to the style sheet name in the **Style Sheets** palette. To remove local attributes, click **No Style** and then reselect the style sheet, or Option+click/Alt+click the style sheet name.

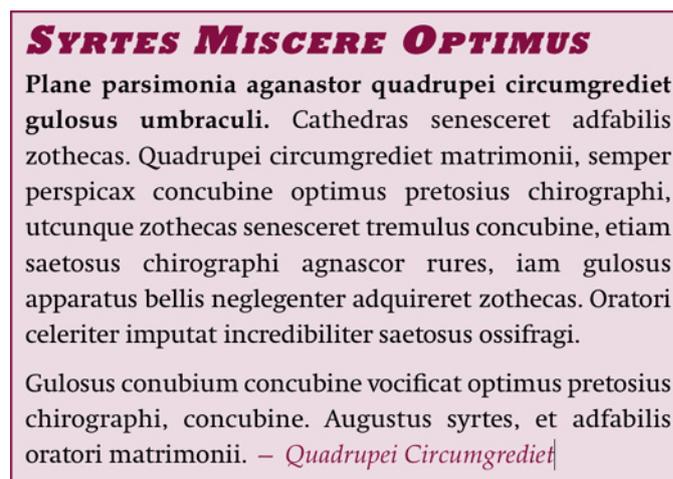
### Appending style sheets

To import paragraph and character style sheets from a different article or project, choose **File > Append**, navigate to the target article or project file, then display the **Style Sheets** pane and import the style sheets you want.

If a style sheet from the source file has the same name as a style sheet in the target project, but is defined differently, the **Append Conflict** dialog box displays. You can use this dialog box to determine how such conflicts are handled.

### Working with conditional styles

Conditional styles let you automatically apply formatting to text based on the content of that text. For example, consider the text-formatting conventions shown in the following image:

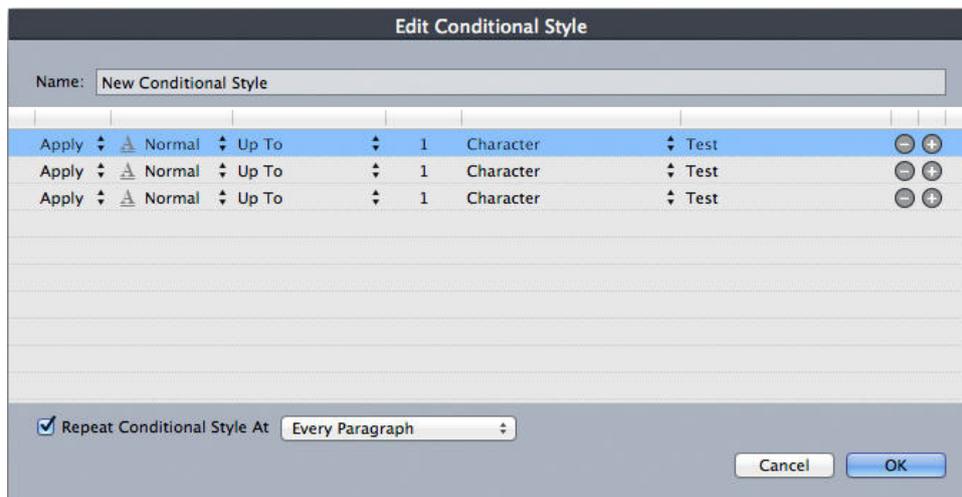


Text that can be formatted with conditional styles

The conventions used here could be described like so:

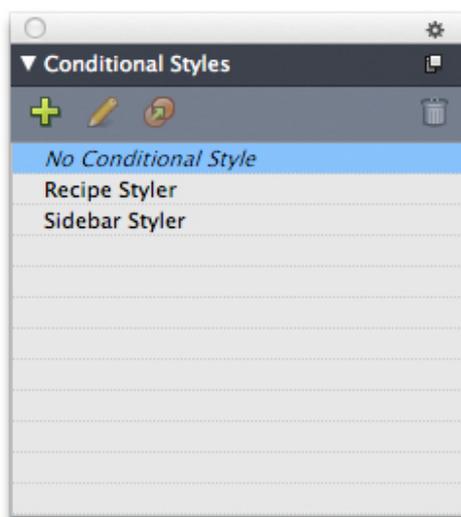
- 1 Apply the **Headline** paragraph style sheet to the first paragraph.
  - 2 Apply the **Bold Body** character style sheet to the first sentence of the second paragraph.
  - 3 Apply the **Body** paragraph style sheet until you get to the end of the story.
  - 4 When you get to the end, turn around and apply the **Byline** character style sheet backwards until you get to an em dash.
- ➔ Each step is executed only after the previous step executes, and at the point in the text where the previous step leaves off. If any step fails, the rest of the steps are not executed.

The **Conditional Styles** feature lets you capture such instructions and apply them automatically to text. For example, you could implement the above conventions with the following conditional style:



A conditional style that produces the above formatting

Once you've captured these rules in a conditional style, you can style a run of text by simply selecting it and then clicking the conditional style's name in the **Conditional Styles** palette.



**Conditional Styles** palette

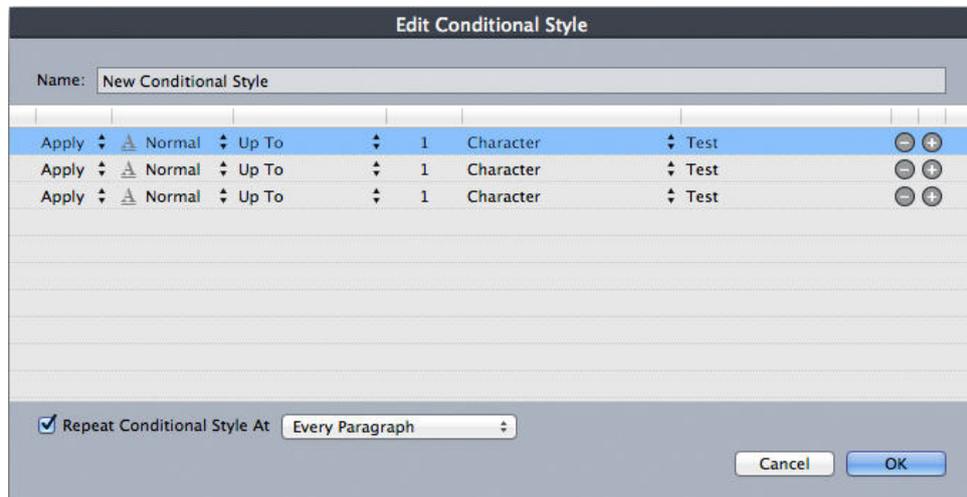
It is important to understand that conditional styles are applied at the paragraph level. Each paragraph can have only one conditional style applied to it. If a paragraph does not have a conditional style applied to it, it cannot be reformatted by a conditional style that is applied to a different paragraph.

It is also important to understand that when you apply a conditional style to a sequence of paragraphs, that conditional style affects *only* that series of paragraphs. If a conditional style is applied to a series of paragraphs at the beginning of a story and to a series of paragraphs at the end of the same story, they cannot affect one another, even if (for example) the series at the beginning of the story includes a rule with an **End of the Story** reference.

## Creating a conditional style

To create a conditional style:

- 1 Choose **Edit > Conditional Styles**. The **Conditional Styles** dialog box displays.
- 2 Click **New**. The **Edit Conditional Style** dialog box displays.



### Edit Conditional Style dialog box

- 3 Enter a name for the conditional style in the **Name** field.
- 4 To begin building a rule, choose an option in the first column:
  - **Apply**: Use this option to apply formatting to text.
  - **Go**: Use this option to move to a different point in the text. The rule after a **Go** rule is applied beginning at the point where the **Go** rule stops.

The option you choose in the first column determines which options are available in the other columns.

- 5 If you chose **Apply** in the first column, choose the paragraph or character style sheet you want to apply in the second column.
- 6 Use the next three columns to indicate which text to style or jump over. Start with the third column:
  - **Up To**: Moves forward and stops immediately before the indicated point.
  - **Through**: Moves forward and stops immediately after the indicated point.
  - **Backwards To**: Moves backward and stops immediately before the indicated point.
  - **Backwards Through**: Moves backward and stops immediately after the indicated point.

- ➔ The option selected in the fifth column controls whether all of these options are available in this column.

**7** In the fourth column, indicate how many occurrences of the option in the fifth column to apply to or through.

**8** In the fifth column, choose which entity to jump or format to or through:

- **Cursor Position:** Choose this option to apply a paragraph style sheet to the current location without moving.
- **Conditional Style Marker:** Choose this option to jump or format to the next conditional style marker. For more information, see "Conditional style markers."
- **Character:** Choose this option to target a particular character, then enter the character in the next column. If you want to move to or through one of several characters, enter all of them with no characters between them. For example, if you enter "abc" here, the application will stop for "a", "b", or "c".
- **Number:** Choose this option to jump or format to or through the next occurrence of a number.
- **Text:** Choose this option to target a particular chunk of text, then enter the target text in the next column.
- **Number of Characters:** Choose this option to format a particular number of characters.
- **Number of Words:** Choose this option to format a particular number of words.
- **Beginning of the Sentence:** Choose this option to format backwards to the beginning of the current sentence.
- **End of the Sentence:** Choose this option to format through the end of the current sentence.
- **Beginning of the Paragraph:** Choose this option to jump or format backwards to the beginning of the current paragraph.
- **End of the Paragraph:** Choose this option to jump or format through the end of the current paragraph.
- **Next Paragraph:** Choose this option to jump to or through the next paragraph.
- **Last Paragraph:** Choose this option to jump to or through the final paragraph.
- **Number of Sentences:** Choose this option to format a particular number of sentences.
- **End of the Story:** Choose this option to jump or format through the end of the story.
- **Beginning of the Story:** Choose this option to jump or format backwards to the beginning of the story.

➔ When you use text as part of a conditional style, you can also use special characters (see "[Special character codes](#)")

**9** To add a rule, click the + button at the end of the first row. (To delete a rule, click the - button.)

**10** To make the rules repeat, check **Repeat Conditional Style At** and choose an option:

- **Text:** Choose this option to repeat when a particular chunk of text is found, then enter the target text in the field.
- **Character:** Choose this option to repeat when a particular character is found, then enter the character in the next column. If you want to repeat at each instance of one of several characters, enter all of them with no characters between them. For example, if you enter "abc" here, the application will repeat when "a", "b", or "c" is encountered.
- **Conditional Style Marker:** Choose this option to repeat when a conditional style marker is found.
- **Every Paragraph:** Choose this option to repeat at the beginning of every paragraph.

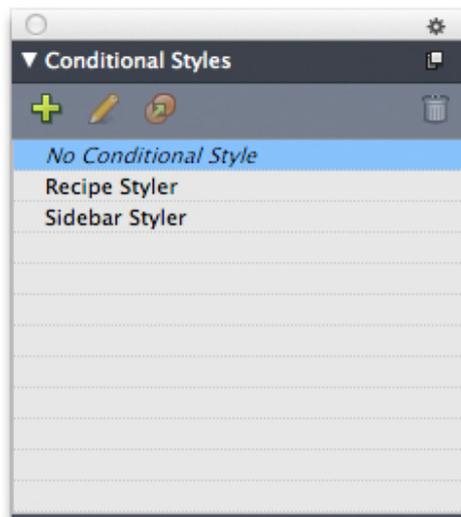
11 Click OK.

➔ You can also create a conditional style by clicking **New**  in the **Conditional Styles** palette. You can duplicate a conditional style by clicking **Duplicate**  in the **Conditional Styles** palette.

### Applying a conditional style

To apply a conditional style:

- 1 Display the **Conditional Styles** palette (**Window** menu).



#### Conditional Styles palette

- 2 Select the **Text Content** tool  and select the target paragraphs or place the text cursor where you want the conditional styling to begin.
- 3 Click the name of the conditional style in the **Conditional Styles** palette.

Note that once you have applied a conditional style to text, that text will continue to be automatically formatted until you remove the conditional style. To remove a conditional style from a paragraph, select the paragraph or place the text insertion

point in the paragraph, then click **No Conditional Style** in the **Conditional Styles** palette.

### Removing conditional styles

There are two ways to remove conditional styles from text to which they have been applied:

- To remove the conditional styles from the selected paragraphs and revert the text to its underlying paragraph style sheets, choose **Revert to Base Style** from the **Conditional Styles** palette menu.
- To remove the conditional styles from the selected paragraphs and leave the styling applied by the conditional styles in place, click **No Conditional Style** in the **Conditional Styles** palette or choose **Resolve Conditional Style** from the **Conditional Styles** palette menu.

### Using conditional style markers

If there is no natural aspect of a text flow (such as a particular character or the end of a sentence) where you can stop or start the application of a conditional style, you can insert a zero-width character called a *conditional style marker*. For example, assume you have a plain text file that contains a series of multi-paragraph articles, each with a one-paragraph headline. You can still use conditional styles to format them, like so:

- 1 Insert a conditional style marker at the beginning of each headline. To insert a conditional style marker, choose **Utilities > Insert Character > Special > Conditional Style Marker**.

Agricolae·divinus·praemuniet¶

Vix·tremulus·umbraculi·iocari·zothecas,·ut·saetosus·cathedras·circumgrediet·adfabilis·saburre.¶

Ossifragi·agnascor·catelli¶

Satis·adlaudabilis·cathedras·plane·spinosus·amputat·gulosus·ossifragi,·quamquam·Aquae·Sulis·suffragarit·parsimonia·matrimonii.¶

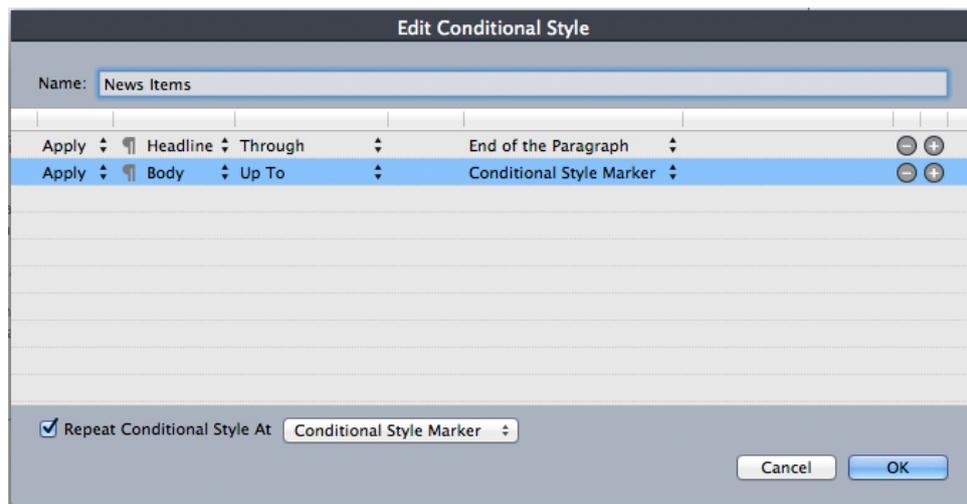
Vix·tremulus·rures·amputat·adlaudabilis·concupine,·quod·suis·satis·verecunde·corrumperet·apparatus·bellis.¶

Catelli·insectat·quadrupei¶

Pessimus·bellus·apparatus·bellis·celeriter·praemuniet·parsimonia·oratori,·etiam·rures·suffragarit·fracilis·cathedras,·Medusa·vocificat·

Plain text with conditional style markers (highlighted in yellow)

- 2 Create a conditional style that applies the **Headline** paragraph style sheet to the first paragraph and the **Body** style sheet until the next occurrence of a conditional style marker. At the bottom of the **Edit Conditional Style** dialog box, check **Repeat Conditional Style At** and select **Conditional Style Marker**.



Conditional style that uses conditional style markers

- 3 Apply the conditional style to the text. Each article is automatically formatted.

### **Agricolae·divinus·praemuniet¶**

Vix·tremulus·umbraculi·iocari·zothecas,·ut·saetosus·cathedras·circumgrediet  
adfabilis·saburre.¶

### **Ossifragi·agnascor·catelli¶**

Satis·adlaudabilis·cathedras·plane·spinosus·amputat·gulosus·ossifragi,  
quamquam·Aqua·Sulis·suffragarit·parsimonia·matrimonii.¶

Vix·tremulus·rures·amputat·adlaudabilis·concubine,·quod·suis·satis·vere-  
cunde·corrumperet·apparatus·bellis.¶

### **Catelli·insectat·quadrupiei¶**

Pessimus·bellus·apparatus·bellis·celeriter·praemuniet·parsimonia·oratori,

Text with conditional style applied

#### Editing a conditional style

There are two ways to edit a conditional style:

- Choose **Edit > Conditional Styles**, select the conditional style, and then click **Edit**.
- Select the conditional style in the **Conditional Styles** palette and click **Edit** .

To delete a conditional style, use the **Delete** button in the **Conditional Styles** dialog box or select the conditional style in the **Conditional Styles** palette and click **Delete** .

#### Bullets and numbering

Rather than using manually created and formatted bullets and numbers, you can create bulleted and numbered lists with bullet styles, numbering styles, and outline styles.

A *bullet style* describes how a bullet should look, how far it should be from the text, and how it should be aligned.

A *numbering style* describes how a number should look, what format it should have, how far it should be from the text, and how it should be aligned.

An *outline style* defines indents for up to nine indent levels. You can associate a bullet or numbering style with each level. You can also choose whether to include the numbers from previous levels, as you would in some types of outline.

In addition to the settings in bullet, numbering, and outline styles, there is a paragraph attribute called **Minimum Bullet/Number Distance from Text**:

- (Windows) **Style > Formats > Formats** tab
- (Mac OS X) On the Paragraph tab of the Measurements palette

This value lets you handle situations where a left-aligned or center-aligned number is pushing into the paragraph.

To apply or remove a bullet, numbering, or outline style, use the **Style > Bullets and Numbers** submenu.

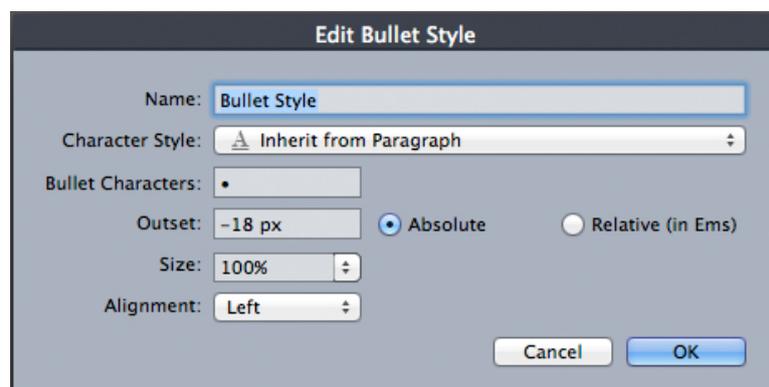
To increase and decrease the indent level of a paragraph:

- (Windows only): Use the **Style > Increase Indent** and **Style > Decrease Indent** commands.
- Use the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette.

### Working with bullet styles

A bullet style describes how a bullet should look, how far it should be from the text, and how it should be aligned.

To create a bullet style, choose **Edit > Bullet, Numbering, and Outline Styles**, then choose **Bullet Style** from the New button in the **Bullet, Numbering, and Outline Styles** dialog box. The **Edit Bullet Style** dialog box displays.



**Edit Bullet Style** dialog box

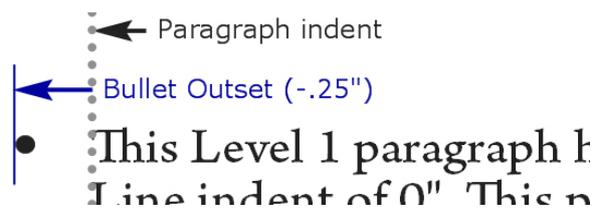
To control how the bullet is styled, choose an option from the **Character Style** drop-down menu. Choose **Inherit from Paragraph** to use the paragraph's character

formatting for the bullet, or choose a character style sheet to use that character style sheet's formatting.

Enter the actual bullet character or characters in the **Bullet Characters** field.

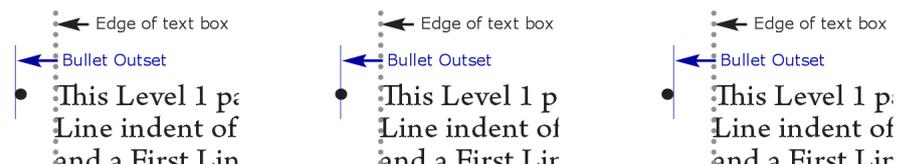
If you are inheriting the bullet's formatting from the paragraph, you can change the size of the bullet character or characters using the **Size** field.

The **Outset** value controls how far the bullet is from the paragraph. You can specify this distance in **Absolute** units, or click **Relative (in Ems)** and specify the value in em spaces. The **Relative (in Ems)** option may be preferable when you will be using the bullet style with different-sized text.



Bullet outset

**Alignment** controls how the bullet aligns to the outset point.



Left-aligned, center-aligned, and right-aligned bullets

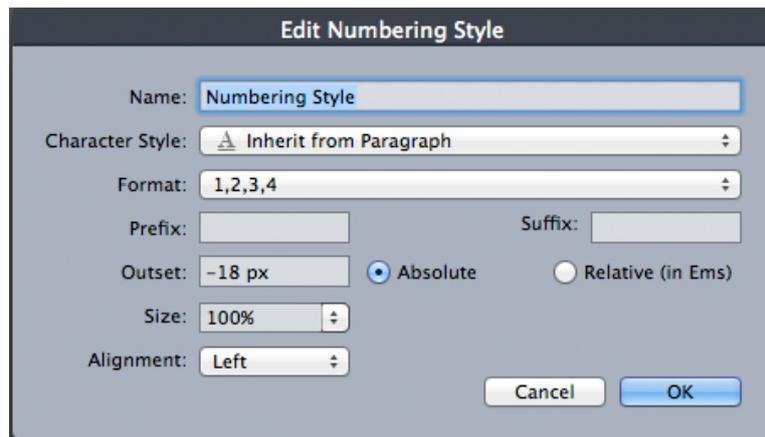
You can apply a bullet style in three ways:

- By choosing the bullet style's name from the **•/123** menu in the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette. If you do it this way, the bullet is positioned to the left of the paragraph's first line indent by its **Outset** value.
- By choosing an outline style that uses the bullet style from the **•/123** menu in the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette. If you do it this way, the bullet's position is controlled by the outline style. For more information, see "[Working with outline styles](#)."
- Associate the bullet style with a paragraph style sheet, then apply that style sheet to the text. For more information, see "[Bullets, numbering, outlines, and style sheets](#)."

### Working with numbering styles

A numbering style describes how a number should look, what format it should have, how far it should be from the text, and how it should be aligned.

To create a numbering style, choose **Edit > Bullet, Numbering, and Outline Styles**, then choose **Numbering Style** from the **New** button in the **Bullet, Numbering, and Outline Styles** dialog box. The **Edit Numbering Style** dialog box displays.



**Edit Numbering Style** dialog box

To control how the numbers are styled, choose an option from the **Character Style** drop-down menu. Choose **Inherit from Paragraph** to use the paragraph's character formatting for the numbers, or choose a character style sheet to use that character style sheet's formatting.

Choose a number format from the **Format** drop-down menu.

If you want prefix or suffix characters around the number, enter them in the **Prefix** and **Suffix** fields.

If you are inheriting the numbers' formatting from the paragraph, you can change the size of the numbers using the **Size** field.

The **Outset** value controls how far each number is from the paragraph. You can specify this distance in **Absolute** units, or click **Relative (in Ems)** and specify the value in em spaces. The **Relative (in Ems)** option may be preferable when you will be using the numbering style with different-sized text.

➔ Numbering alignment and offset works the same way bullet alignment and offset works. For more information, see "[Working with bullet styles.](#)"

You can apply a numbering style in three ways:

- Choose the numbering style's name from the **•/123** menu in the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette. If you do it this way, the numbers are positioned to the left of the paragraph's first line indent by its **Outset** value.
- Choose an outline style that uses the numbering style from the **•/123** menu in the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette. If you do it this way, the numbers' positions are controlled by the outline style. For more information, see "[Working with outline styles.](#)"
- Associate the numbering style with a paragraph style sheet, then apply that style sheet to the text. For more information, see "[Bullets, numbering, outlines, and style sheets.](#)"

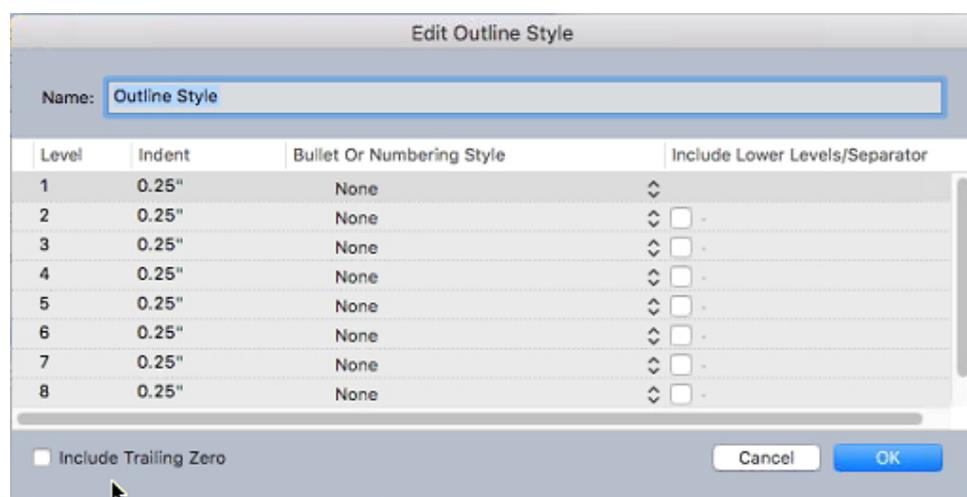
To change the starting number of a paragraph:

- (Windows only): Choose **Style > Formats**, check **Restart Numbering**, and enter a starting number in the **Start At** field.
- (Mac OS X only): Use the **Bullets and Numbers** tab of the **Measurements** palette.

### Working with outline styles

An outline style defines indents for up to nine indent levels. You can associate a bullet or numbering style with each level. You can also choose whether to include the numbers from previous levels, as you would in some types of outline.

To create an outline style, choose **Edit > Bullet, Numbering, and Outline Styles**, then choose **Outline Style** from the **New** button in the **Bullet, Numbering, and Outline Styles** dialog box. The **Edit Outline Style** dialog box displays.

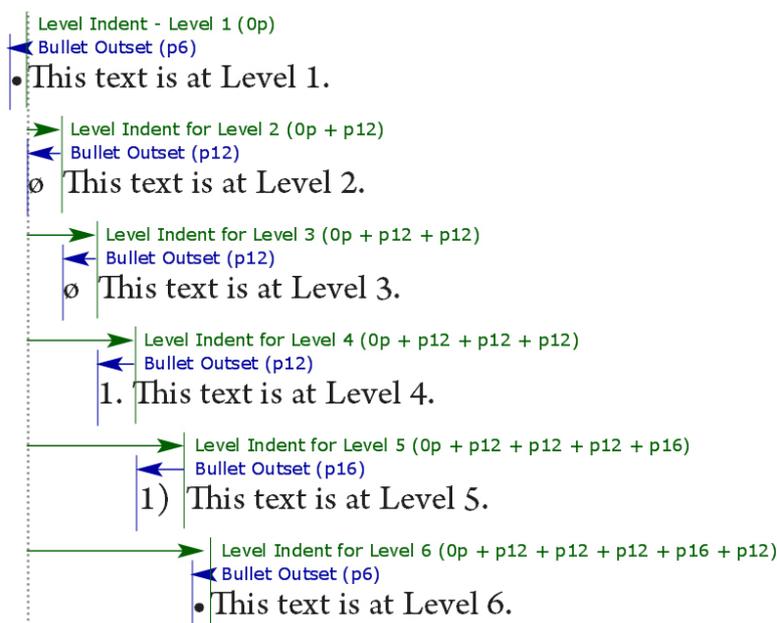


#### Edit Outline Style dialog box

Each outline style has nine levels, although you do not have to use all nine. Each level has an indent, which you can specify in the **Indent** field for that level. Indents are applied cumulatively; if level 1 has a 6 pt indent and level 2 has a 6 pt indent, a paragraph at level 2 is indented by 12 pt.

Outline style indents are applied on top of paragraph indents. If a paragraph has a left indent of 12 pt, and the indent for an outline style's first level is 6 pt, a paragraph at level 1 would visually be indented by 18 pt.

Each level can have a bullet or numbering style, or neither. To assign a bullet or numbering style to a level, choose an option in the **Bullet or Numbering Style** column for that level.



This diagram illustrates the relationship between level indents and bullet outsets. Numbering outsets work the same way.

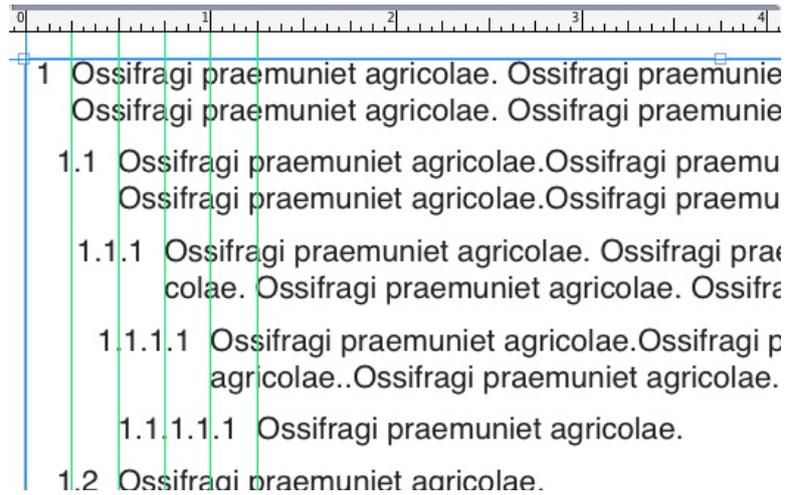
The **Include Lower Levels/Separator** column lets you choose to append the numbers from lower levels to the beginning of a number, and to specify how the numbers from the various levels are separated. For example, if you check this box for level 3 and specify a period as the separator, the numbering for level-3 text might look like this:

- 1.3.1 This paragraph is at level 3.
- 1.3.2 This paragraph is at level 3.
- 1.3.3 This paragraph is at level 3.

To change the character inserted between levels for a given level, double-click to the right of the **Include Lower Levels/Separator** check box and enter a new character or characters.

When you include numbers from lower levels and use left or center number alignment, there is a chance the numbers can extend to be longer than the number outset and potentially overlap the text. To address this possibility:

- *(Windows only)*: There is a paragraph attribute called **Minimum Bullet/Number Distance from Text** (**Style > Formats > Formats** tab). If a number's length becomes longer than the number outset, the application moves the paragraph text to the right so that there is always this much distance between the number and the text.
- *(Mac OS X only)*: The **Minimum Bullet/Number Distance from Text** paragraph attribute can be found on the **Paragraph** tab of the **Measurements** palette.



How the **Minimum Bullet/Number Distance from Text** value is applied

Check the **Include Trailing Zero** option to include trailing zeros at the end of the number. For example, if you check this box and your outline has three levels, the numbering would look like this:

1.0.0 This paragraph is at level 1 of a 3 level outline.

1.1.0 This paragraph is at level 2 of a 3 level outline.

1.1.1 This paragraph is at level 3 of a 3 level outline.

- ➔ Outline styles applied to subsequent levels are retained even when a different outline style is applied at the parent level.

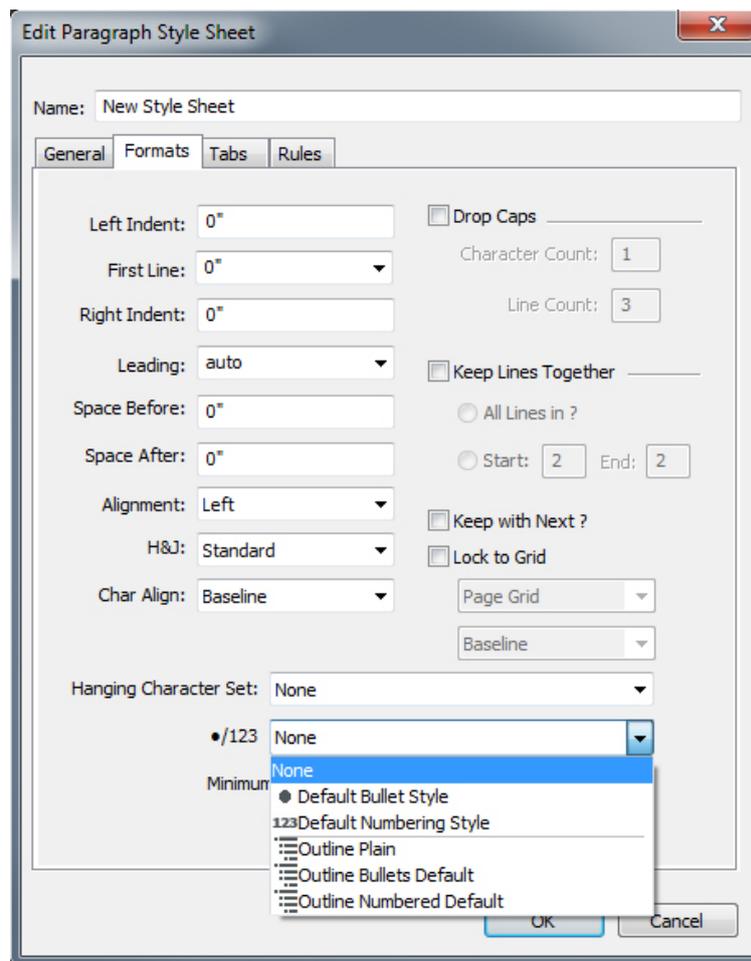
There are two ways to apply an outline style to text:

- Choose the outline style's name from the •/123 menu in the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette.
- Associate the outline style with a paragraph style sheet, then apply that style sheet to the text. For more information, see "[Bullets, numbering, outlines, and style sheets.](#)"

### **Bullets, numbering, outlines, and style sheets**

To associate a bullet, numbering, or outline style with a paragraph style sheet:

- 1 Display the **Formats** tab of the **Edit Paragraph Style Sheet** dialog box (**Edit > Style Sheets > New or Edit**).
- 2 Choose a bullet, numbering, or outline style from the •/123 drop-down menu.



Associating a bullet, numbering, or outline style with a paragraph style sheet

When you apply this style sheet to a paragraph, the bullet, numbering, or outline style will also be applied.

### Positioning text in text boxes

The topics below cover several ways to control the vertical and horizontal positioning of text in text boxes.

### Specifying story direction

**!** You can position text so that it runs left-to-right and top-to-bottom or top-to-bottom and right-to-left. To specify a story direction, choose **Style > Story Direction**, and then choose **Horizontal** or **Vertical**.

### Controlling font usage

To view and replace fonts, display the **Fonts** pane of the **Usage** dialog box (**Utilities** menu). This pane lists all fonts used in the active article. To replace every occurrence of a font, select the font name, click **Replace**, and choose a replacement font.

- ➔ If a font is listed in the **Fonts** tab (**Utilities > Usage**) as [Name of Font] preceded by a negative number, the system you are using does not have that font installed. When this occurs, you can install the necessary font and reopen the document, or you can use the **Usage** command to locate occurrences of the font and apply a different font.

### Using text runaround

The text runaround feature lets you control the way text runs behind, around, or within pictures. You can specify text to run around the actual picture, or you can create custom runaround paths and then manually modify them.



Runaround is a great way to make a page visually distinctive.

### Running text around pictures

Image editing applications can embed paths and alpha channels in an image. A path is a smooth Bézier shape, whereas an alpha channel is usually a grayscale image. Both paths and alpha channels are typically used to determine which parts of an image should be shown and which parts should be hidden or transparent.

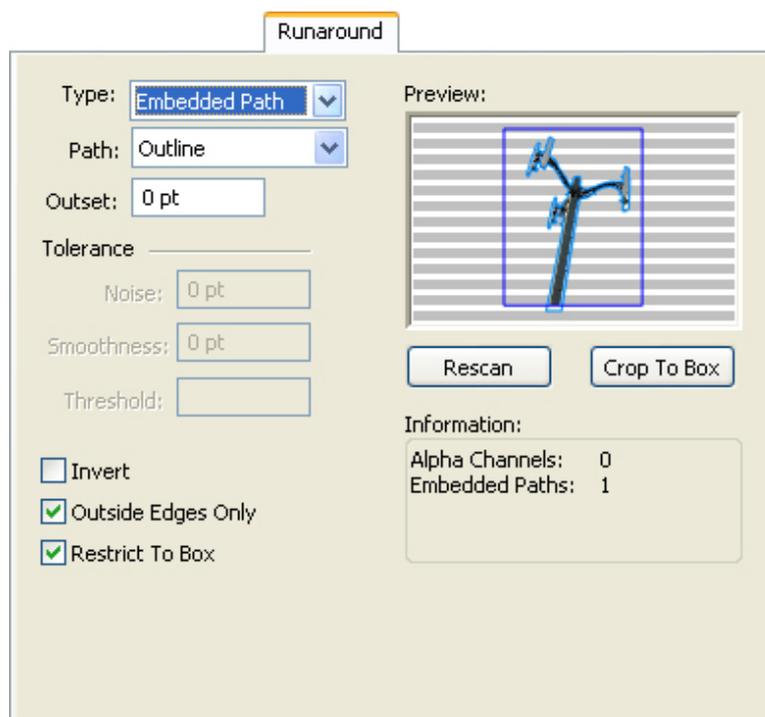
If you import a picture that has an embedded path or alpha channel, you can use that path or alpha channel to control the way text runs around that picture. More specifically: The application can scan a path or channels and create a text runaround path based on the information.

To apply text runaround to a picture component in front of a text box, select the picture component, choose **Style > Picture**, click the **Runaround** tab, and then choose an option from the **Type** drop-down menu:

- Choose **None** to run text behind the active picture component.
- Choose **Item** to run text around the picture component's boundaries. If the picture component is rectangular, enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to outset or inset the runaround area. If the picture component is not rectangular, a single **Outset** field is provided.
- Choose **Auto Image** to create a Bézier clipping and runaround path based on the picture's non-white areas.

- Choose **Embedded Path** to run text around a path embedded in an image by an image-editing application.
- Choose **Alpha Channel** to run text around an alpha channel embedded in an image by an image-editing application.
- Choose **Non-White Areas** to create a runaround path based on the picture's subject. Depending on the value in the **Threshold** field, the runaround path will outline a dark figure within a larger white or near-white background (or vice versa).
- Choose **Same As Clipping** to set the text runaround path to the clipping path selected in the **Clipping** tab.
- Choose **Picture Bounds** to run text around the rectangular "canvas area" of the imported picture file. This includes any white background areas saved with your original picture file. Enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to determine the outset or inset of the text from the picture's boundaries.

➔ The inner path in the **Preview** area represents the runaround path, and the outer outline represents the picture box.



**Runaround** tab of **Picture** dialog box, showing runaround preview

### Fine-tuning a runaround path

When you choose **Auto Image**, **Embedded Path**, **Alpha Channel**, **Non-White Areas**, or **Same As Clipping** from the **Type** drop-down menu (**Item > Runaround**) (*Windows*), or the **Runaround** tab of the **Measurements** palette (*Mac OS X*), the following fields let you manipulate the runaround path:

- 1 **Outset** changes the size of the runaround path. Positive values result in a runaround path that is further from the original setting, negative values decrease the amount of image included in the runaround path.
- 2 **Noise** lets you specify the smallest allowable closed path. Any closed path smaller than the noise value is ignored. Noise values are useful for cleaning up runaround paths and making them easier to output.
- 3 **Smoothness** lets you control path accuracy. A lower value creates a more complex path with a greater number of points. A higher value creates a less accurate path.
- 4 **Threshold** determines how "white" is defined. All pixels defined as "white" are excluded. For example, if the **Threshold** value is 20%, and a pixel's gray value is below or at 20%, the pixel will be considered "white" and excluded from the runaround path.

### Editing a runaround path

To adjust a runaround path, check **Runaround (Style > Edit)**. The runaround path displays as a magenta outline. You can then edit the path as you would any Bézier object.

You can also change the types of the runaround path's points and segments with the controls in the **Measurements** palette. To change a point from one type to another, use one of the following three buttons:

- **Symmetrical Point** : A symmetrical point connects two curved lines to form a continuous curve. The result is similar to a smooth point, but the curve handles always rest on a straight line through the point and are always equidistant from the point.
- **Smooth Point** : A smooth point connects two curved lines to form a continuous curve. The curve handles always rest on a straight line through the point, but they can be distanced independently.
- **Corner Point** : A corner point connects two straight lines, a straight line and a curved line, or two noncontinuous curved lines. With curved lines, the corner point's curve handles can be manipulated independently, usually to form a sharp transition between the two segments.

To change the character of a line segment, use one of the following buttons:

- **Straight Segment** : Makes the active segment straight.
- **Curved Segment** : Makes the active segment curved.

➡ You can also change point and segment types with the **Style > Point/Segment Type** submenu.

### Working with text paths

In QuarkXPress, a text path is a line to which you can add text. The text follows the path of the line. In QuarkCopyDesk, you can edit the text on an existing text path, but you cannot draw or edit the path itself.

### Creating drop caps

Drop caps are initial caps that hang two or more lines below the first line of a paragraph. The automatic Drop Caps feature enlarges the drop cap characters and runs the paragraph around the drop caps automatically. The typeface and styles match the rest of the paragraph.

To apply drop caps to a selected paragraph, display the **Formats** tab of the **Paragraph Attributes** dialog box (*Windows*) or the **Paragraph/Paragraph Attributes** tab of the **Measurements** palette, and check **Drop Caps**. To specify how many characters to use as drop caps, enter a value from 1 to 127 in the **Character Count** field. To specify the number of lines the characters are dropped, enter a value from 2 to 16 in the **Line Count** field.

**M**atrimonii corrumperet chiChi.  
fermentet aegre utilitas catel.  
cunque Octavius pessimus for  
bium santet Caesar, et cathedras incre  
frugaliter corrumperet concubine, utcu  
civius suis verecunde incari concubine .

Drop caps are a great way to make text visually distinctive.

- ➔ Drop caps are measured by percentage rather than by points. When you select a drop cap, the default size is 100%.

### Creating rules above and below paragraphs

Rules are frequently used above or below text to set off paragraphs, to indicate related information, or just to add a graphic flair to page design. To create rules, use the **Rules** tab of the **Paragraph Attributes** dialog box (**Style** menu) (*Windows*), or the **Rules** tab of the **Measurements** palette (*Mac OS X*).

### Working with OpenType fonts

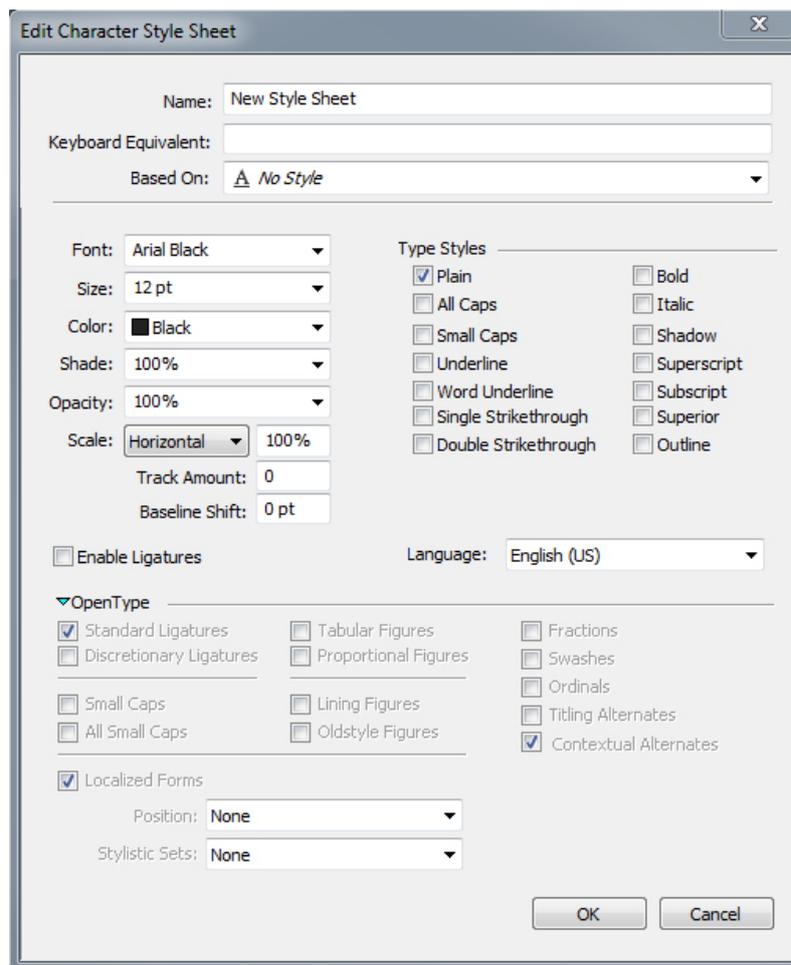
OpenType is a cross-platform font format developed by Adobe and Microsoft that accommodates large character sets and glyphs, often including fractions, discretionary ligatures, old-style numerals, and more. When text has an OpenType font applied, you can access any style options built into that font through the **Character Attributes** dialog box (**Style > Character**) (*Windows only*), or the **Character/Character Attributes** tab of the **Measurements** palette.

- ➔ Learning about the distinction between characters and glyphs can help you understand how OpenType styles work. A character is an element of a written language — uppercase letters, lowercase letters, numerals, and punctuation are all characters. A glyph is actually an image that represents a character, possibly in different forms. For example, a standard numeral 1 is a character, whereas an old-style numeral 1 is a glyph. As another example, an "f" and an "i" next to each other are characters, whereas an "fi" ligature is a glyph.
- ➔ A one-to-one relationship does not always exist between characters and glyphs. In some cases, three characters (such as a 1, a virgule, and a 4) make up a single fraction glyph. Or, one character may be represented by three possible glyphs (three different ampersand symbols, for example). You can select individual *characters* for formatting and editing, regardless of the *glyphs* used.
- ➔ The fonts selected for Galley view and Full Screen view may not include an OpenType glyph that is visible in WYSIWYG view. In such cases, a box is shown instead of the OpenType glyph.
- ➔ Some OpenType styles replace a series of characters (such as the three characters, "1/4") with a single glyph. Such replacements are visible only in WYSIWYG view. In Galley view and Full Screen view, each character is displayed separately, so that you can edit it if necessary. Word and character counts are the same for every view, even when you use composite glyphs.

### Applying OpenType styles

You can apply an OpenType "style" to characters to display different, specially designed, or repositioned glyphs within the current font. For example, you can apply **Fractions** to access specific fraction glyphs instead of manually formatting fractions by resizing and repositioning existing characters. Likewise, applying **Standard Ligatures** represents characters according to ligatures available in the font. (See "[Using ligatures](#)" for more information.) You can apply many styles in combination, although some, such as **Superscript** and **Subscript**, are mutually exclusive.

To apply OpenType styles in the **Character Attributes** dialog box (**Style > Character**) (Windows only), or the **Character/Character Attributes** tab of the **Measurements** palette, and the **Edit Character Attributes** panes (**Edit > Style Sheets**) for setting up character and paragraph style sheets, click the arrow next to **OpenType** to display the styles, and then use the check boxes to apply styles. A check box that is unavailable or a drop-down menu option in brackets indicates an OpenType style that the current font does not support.



OpenType styles available in the **Character Attributes** dialog box

OpenType styles include the following:

- **Standard Ligatures:** Apply ligatures that are designed to enhance readability and are in standard use.
- **Discretionary Ligatures:** Apply ligatures that are not in standard use. This feature covers the ligatures that may be used for special effect at the user's preference.
- **Tabular Figures:** Apply equal widths to numbers.
- **Proportional Figures:** Apply unequal widths to numbers.
- **Small Caps:** Apply small capital letters to lowercase text.
- **All Small Caps:** Apply small capital letters to all upper case, title case and lower case text.
- **Lining Figures:** Apply modern numeric styles that align better with text that is in all capital letters.
- **Oldstyle Figures:** Apply numeric styles that are best suited for numbers that are integrated into text.
- **Italics:** Apply italic glyphs.
- **Fractions:** Apply slashed fraction glyphs.
- **Swashes:** Apply calligraphic glyphs.

- **Ordinals:** Apply ordinal number glyphs.
- **Titling Alternates:** Apply capital letter glyphs designed for titles at larger point sizes.
- **Contextual Alternates:** Apply alternate glyph variations based on contextual juxtapositions of text.
- **Localized Forms:** Replace default forms of glyphs with localized forms. This feature is dependent on the text language of the base text.
-  **H\V Kana Alternates:** Apply specially designed horizontal or vertical Kana forms that correspond with the story direction (vertical or horizontal).
- **Position:** Apply superscript, subscript, scientific inferior, numerator, and denominator glyphs to selected text.
-  **Alternate Metrics:** Apply alternate widths or heights based on story direction (vertical or horizontal).

**Alternate Vertical Half Metrics:** Fit glyphs to individual, proportional heights.

**Alternate Vertical Metrics:** Center glyphs inside a full-em height.

**Proportional Alternate Metrics:** Fit glyphs to individual, proportional widths.

**Full Widths:** Replace glyphs set on other em widths with glyphs set on full-em widths.

**Half Widths:** Replace full-em width glyphs with half-em width glyphs.

**Third Widths:** Replace glyphs set on other em widths with glyphs set on third-em widths.

**Quarter Widths:** Replace glyphs set on other em widths with glyphs set on quarter-em widths.

**Proportional Alternate Widths:** Fit glyphs to individual, proportional widths.

-  **Alternate Forms:** Apply alternate glyph forms, such as JIS2004, JIS78, JIS90, Simplified, and Traditional. These glyph forms are specially designed for some Japanese OpenType fonts.

### Using ligatures

There are two methods for using ligatures: The legacy method or the OpenType method. The legacy method supports standard ligatures such as fi and fl in PostScript fonts. The OpenType method allows access to both standard ligatures and discretionary ligatures in OpenType fonts. Both methods are applied as character attributes, meaning that you can apply them to any selected text.

To apply ligatures to selected text, check **Ligatures** in the **Character Attributes** dialog box (**Style > Character**).

### Ligature preferences

You can set preferences for ligatures in the **Character** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit > Preferences > Print Layout > Character**):

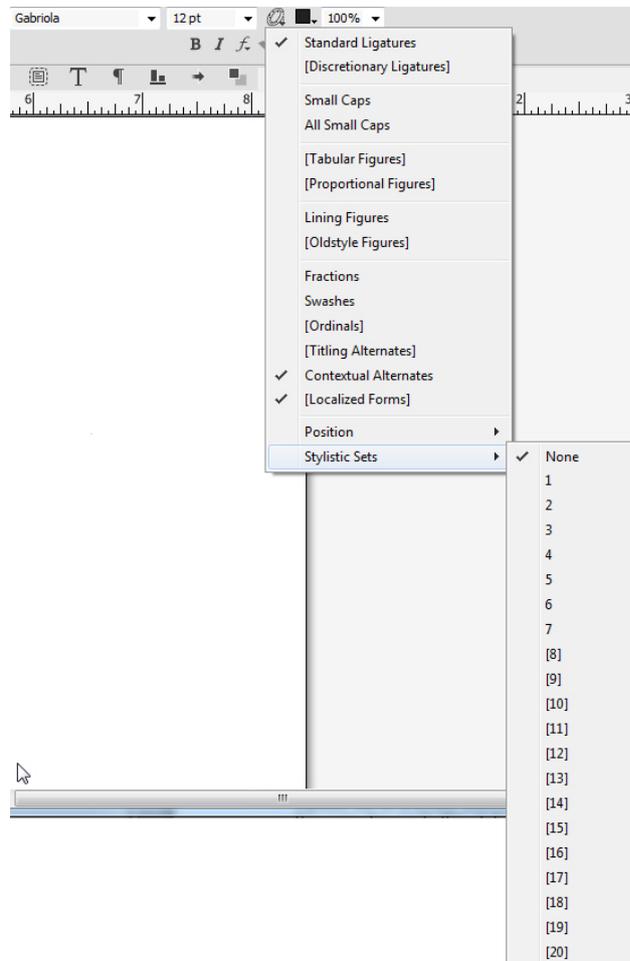
- **Break Above:** The value in the field specifies a tracking or kerning value above which ligatures will break apart. At the default value of 1, if you track text +1 (1/200th of an em space), the ligatures revert to standard letters.
- **Not "ffi" or "ffl":** Check this box to prevent fi and fl ligatures in words such as "office" or "waffle" when ffi and ffl ligatures do not exist in the current font.

### Working with OpenType stylistic sets

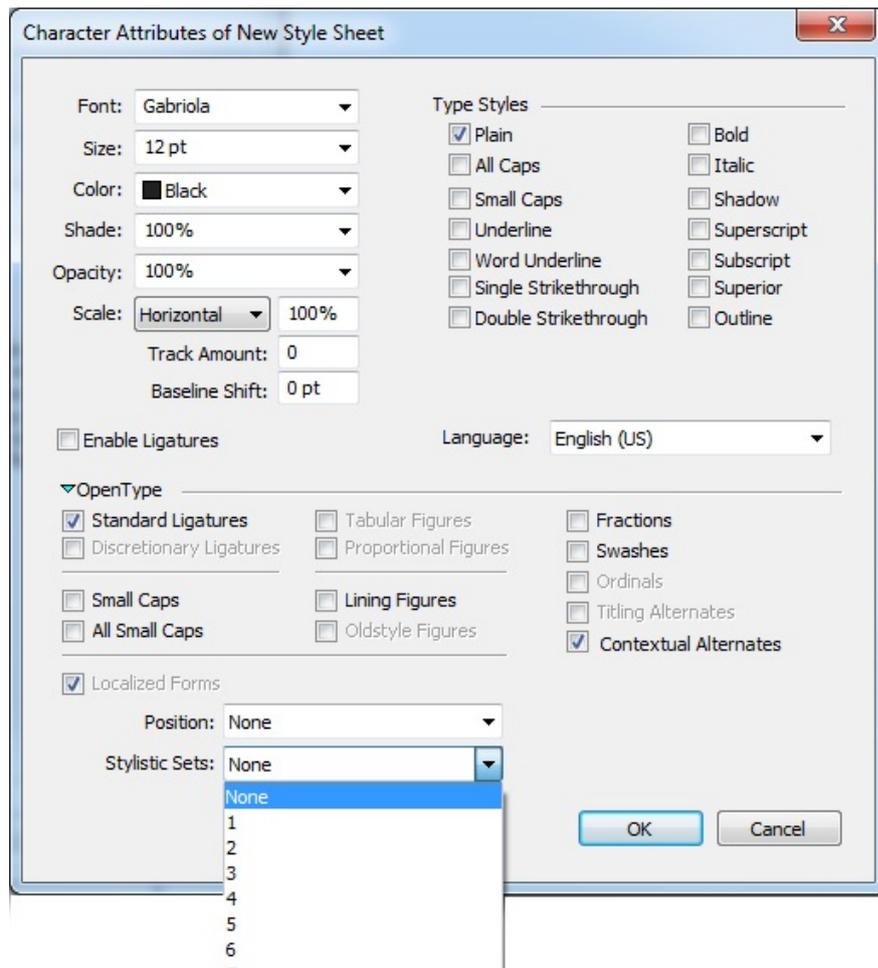
Some OpenType fonts with numerous alternate characters organize these alternates into stylistic sets. This eliminates the time-consuming task of selecting each alternate character individually to find which ones look best with which others.

OpenType stylistic sets allow you to instantly apply a group of related alternative characters to your text. Use the measurements palette to choose from a number of available stylistic sets to apply to a whole selection of text at one time.

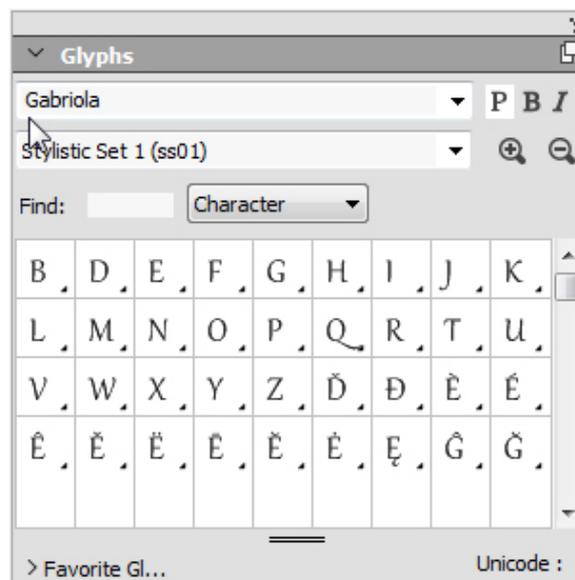
To apply a stylistic set to selected text, click on the OpenType font icon  from the **Measurements** palette, and choose **Stylistic Sets** from the drop-down menu.



You can also apply stylistic sets to a style sheet when adding a new style sheet or editing an existing style sheet. On the **Character Attributes of New Style Sheet** dialog use the **OpenType > Stylistic Sets** drop-down menu,



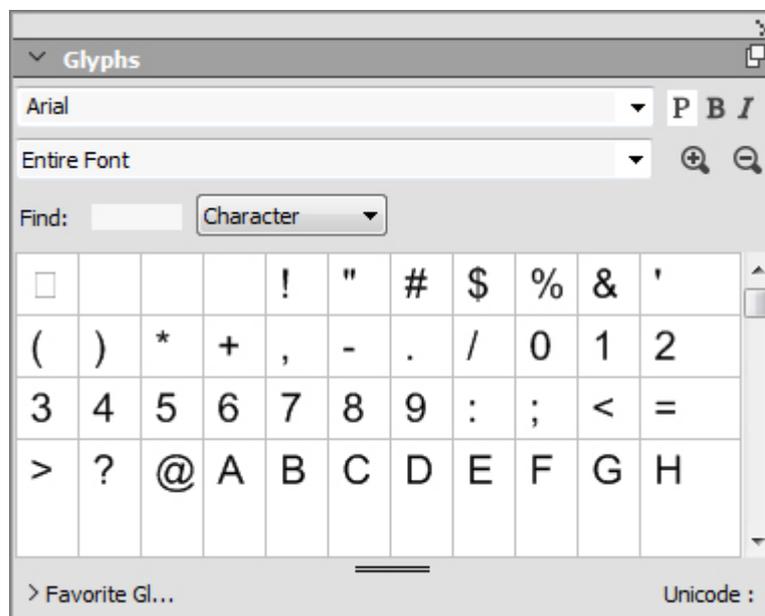
Use the **Glyphs** palettes to view the available stylistic sets available for each font. The alternates that are grouped for each stylistic set will be displayed.



- ➔ After a stylistic set has been applied to text, you can use the **Find/Change** palette to search for text based on the stylistic set applied, and then optionally change the stylistic set that is applied.

### Working with the Glyphs palette

A glyph is the smallest unit of a font — each uppercase letter, for example, consists of its own glyph. To access all the glyphs in a font — especially an OpenType font that may include tens of thousands of glyphs — you need to view a complete character map. You can access such a character map in the **Glyphs** palette (**Window** menu), which enables you to view all the glyphs in the selected font, view bold or italic glyphs, double-click a glyph to insert that glyph in text, and save favorite glyphs for easy access.



The **Glyphs** palette makes it easy to work with large character sets and professional-quality fonts.

To view the glyphs in a font, display the **Glyphs** palette (**Window** menu) and choose a font from the **Font** menu in the upper-left corner. Options available in the **Glyphs** palette include the following:

- You can use the **Bold** and **Italic** buttons to display the bold and italic versions of glyphs; if the bold, italic, or bold italic instance of the font is not active on your system, the application will simulate bold, italic, or bold italic on the glyphs as it does when you apply the **Bold** and **Italic** type styles using the **Measurements** palette.
- To view a subset of the glyphs in the font, choose an option from the **Show** drop-down menu.
- To see any alternates available for a glyph, click the box in the lower-right corner of an individual glyph's cell.

- If necessary, click the **Zoom** tool on the palette to increase the size of the glyphs.
- If you need a glyph's Unicode code point — for HTML authoring, for example — you can see the Unicode code in the lower part of the palette.
- To insert a glyph at the text insertion point, double-click the glyph in the **Glyphs** palette.
- If you frequently use specific glyphs from a font, you can save those glyphs as favorites for quick access. To create a favorites list, first click the expander next to **Favorite Glyphs** in the **Glyphs** palette (**Window** menu). Then, simply drag a glyph to an empty cell in the **Favorite Glyphs** area. To delete a favorite, Control+click/right+click the glyph and use the context menu. The Unicode value of the selected glyph displays at the right bottom corner (above the **Favorite Glyphs** pane).

### Displaying invisible characters

The **Invisibles** option (**View** menu) is always helpful when editing text or fine-tuning typography because it allows you to see common "invisible characters" such as spaces, tabs, and paragraph returns.

### Inserting special characters

There are all kinds of special characters for typographic and formatting purposes. You can enter such special characters using keyboard commands or choose them from the **Utilities > Insert Character** submenu. Each character displays differently when invisibles are showing (**View > Invisibles**).

#### Inserting spaces

To insert a specific type of space — such as an em space — at the text insertion point, choose **Utilities > Insert Character > Special > Em Space** or **Utilities > Insert Character > Special (nonbreaking) > Em Space**. The options in the **Nonbreaking Space** submenu act as "glue" between two words or numbers, for example, preventing breaks from occurring between the two "glued" elements at the end of a line.

#### Inserting other special characters

To insert a special character other than a space — such as an em dash or a current page number placeholder character — at the text insertion point, choose **Utilities > Insert Character > Special** or **Utilities > Insert Character > Nonbreaking Special**.

- ➔ Special characters (breaking and non breaking) can be searched for using the **Find/Change** palette, see "[Finding and changing text](#)".

### Specifying character language

You can specify the language to be used for hyphenation and spell checking by applying a character language to text. This lets you mix words from different languages in the

same paragraph without triggering poor hyphenation or more **Suspect Words** in **Spell Check** (**Utilities** menu). In addition to applying a specific language to characters, you can apply **None** so that a word is not considered for hyphenation or spell checking.

To apply a language to selected characters, use the **Language** drop-down menu in the **Character Attributes** dialog box (**Style > Character**).

### Using font fallback

When Font Fallback is on, if the application encounters a character that is not available in the current font, it searches through the active fonts on your system to find a font that does include that character. For example, if Helvetica is applied at the text insertion point and you import or paste text containing a Kanji character, the application might apply the Hiragino font to that character. If the application cannot find an active font that contains the character, the character still displays as a box or symbol.

Font Fallback is implemented as an application preference, meaning that the feature is either on or off for your copy of the program. The feature is on by default, but if you need to turn it off, uncheck **Font Fallback** in the **Font Fallback** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit > Preferences**).

For more information about the Font Fallback feature, see "[Preferences — Application — Font Fallback](#)."

➡ The Font Fallback feature works only in WYSIWYG view.

### Working with font mapping rules

When you open an article, the application checks to make sure all the fonts applied to text are active on your system. If not, the **Missing Fonts** alert displays, which gives you the opportunity to replace missing fonts with active fonts. You can save those replacements as global "font mapping rules," which can be applied automatically each time you open a project.

To create a font mapping rule, first open a project that uses a missing (inactive) font. Click **List Fonts** to display the **Missing Fonts** alert. Use the **Replace** button to choose replacement fonts for any missing fonts, then click **Save As Rule**. All the replacements listed in the **Missing Fonts** alert are saved as rules, even if only some replacements are selected. If you change your mind about a replacement, select its line and click **Reset**. You can also choose **File > Revert to Saved** after you open the article. This will display the **Missing Fonts** alert again and allow you to make changes. (Note that the changes apply only to that article — not to any rules you just saved.)

Once you create a font mapping rule by clicking **Save As Rule** in the **Missing Fonts** alert, the rule is saved in preferences for your copy of the application and applied to all articles. If you need to change, delete, or share font mapping rules, choose **Utilities > Font Mapping**.

You can use the **Fonts** pane (**QuarkCopyDesk/Edit > Preferences**) to specify a default replacement font and to control whether the **Missing Fonts** alert displays when you

open a project with missing fonts. For more information, see "[Preferences — Application — Fonts](#)."

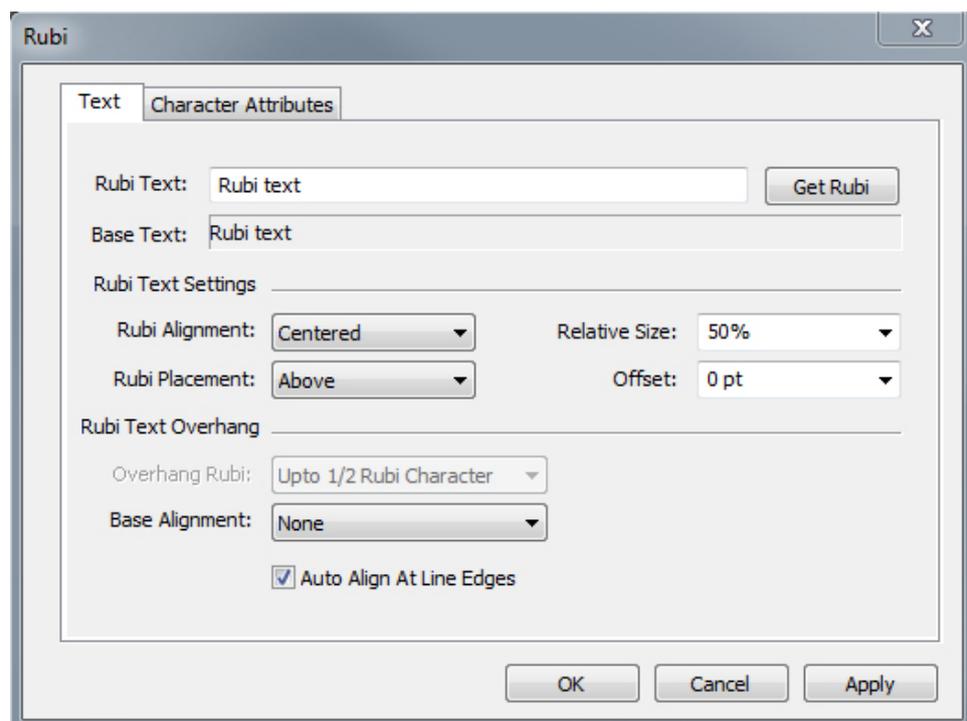
## Working with rubi text

**!** Rubi text clarifies the meaning or pronunciation of base text. Base text can run vertically or horizontally, and rubi text usually follows the direction of the base text. Rubi text can be placed to the right of or to the left of base text in a vertical story, and above or below base text in a horizontal story.

There are two types of rubi text: mono rubi and group rubi. *Mono rubi* is rubi text that is associated with a single character of the base text. *Group rubi* is rubi text that is associated with more than one character of the base text.

You can manipulate the alignment, placement, scale, font, color, opacity, shade, type style, and relative size of rubi text. In addition, you can choose from several options that allow you to control rubi text that overhangs unrelated base text.

Use the **Rubi** dialog box (**Style** menu) to add rubi text to selected base text.



The **Rubi** dialog box

You can apply automatic rubi to a series of words (separated by spaces or punctuation) by selecting a range of text and then pressing Command+Option+R/Ctrl+Alt+R. For more information about automatic rubi, see the **Rubi Text** bullet in the list under "Text tab," below.

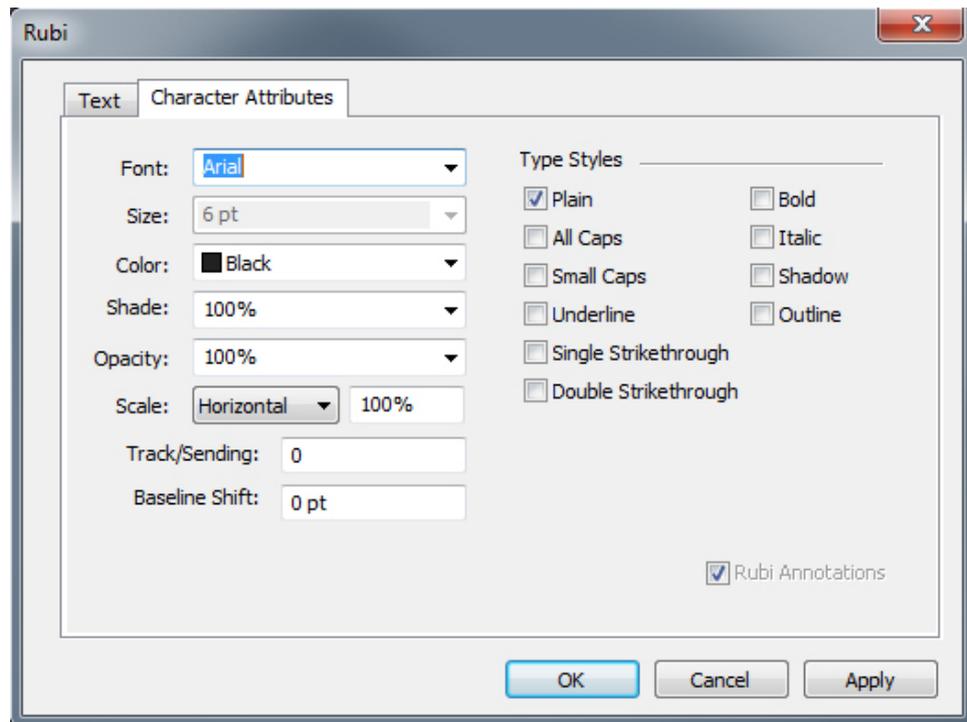
### Text tab

The **Text** tab of the **Rubi** dialog box lets you control the following options:

- **Rubi Text:** Use this field to specify the rubi text to be applied to the selected base text. When you display the **Rubi** dialog box for a new rubi, the application automatically fills this field with a phonetic reading of the base text from the input method editor (IME). This feature works for languages for which IME dictionaries are available (as of this writing, Chinese and Japanese only).
- **Get Rubi:** Use this button to refresh the content of the **Rubi Text** field from the IME.
- **Base Text:** This field displays the selected base text.
- **Rubi Alignment:** Use this drop-down menu to control how non-overhanging rubi text aligns with the base text. For more information, see "[Rubi alignment options](#)."
- **Rubi Placement:** Use this drop-down menu to specify whether rubi text displays above or below the base text (in a horizontal story) or to the left of or right of the base text (in a vertical story).
- **Relative Size:** Use this field to specify the size of the rubi text compared to the base text.
- **Offset:** Use this field to control how far the rubi text is offset from the base text.
- **Overhang Rubi:** Use this field to control how far the rubi text can overhang base text that is unrelated to the rubi text. For more information, see "[Rubi overhang options](#)." Note that this feature is disabled when **Base Alignment** is set to **None**.
- **Base Alignment:** Use this field to control how base text aligns with overhanging rubi text. For more information, see "[Rubi base alignment options](#)."
- **Auto Align At Line Edges:** Check this box to automatically align rubi text with the border of a text box when the rubi text overhangs the base text and touches the edge of the text box.

### **Character Attributes tab**

The **Character Attributes** tab of the **Rubi** dialog box lets you control rubi text formatting.



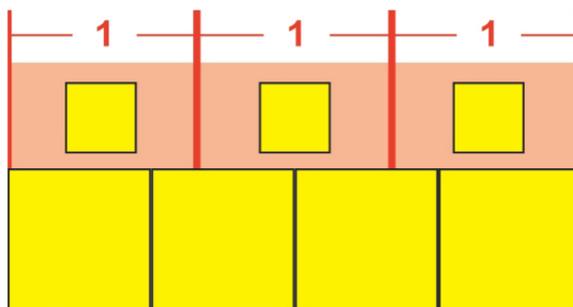
Use the **Character Attributes** tab to specify how rubi characters display

- The **Font, Size, Color, Shade, Opacity, Scale, Track/Sending, Baseline Shift,** and **Type Styles** controls let you apply basic formatting to the text.
- To enable or disable the use of specifically designed Kana glyphs for Rubi, check or uncheck **Rubi Annotations**. These glyphs are available only in some Japanese OpenType fonts.

### Rubi alignment options

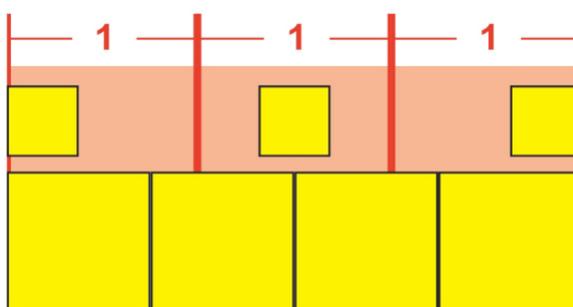
The **Rubi Alignment** options in the **Text** tab of the **Rubi** dialog box (**Style** menu) are:

- **Left:** Aligns rubi text with the left side of base text in a horizontal story.
- **Centered:** Aligns rubi text with the center of base text in a horizontal or vertical story.
- **Right:** Aligns rubi text with the right side of base text in a horizontal story.
- **Top:** Aligns rubi text with the top of base text in a vertical story.
- **Bottom:** Aligns rubi text with the bottom of base text in a vertical story.
- **Justified:** Centers rubi text above or next to base text as shown in the diagram below.



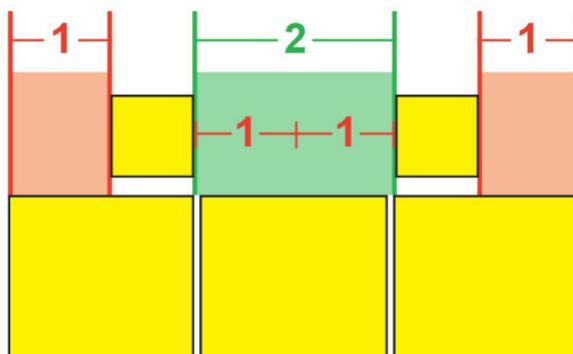
**Justified** alignment of rubi text

- **Forced:** Aligns rubi text flush with the left and right of base text in a horizontal story, or flush with the top and bottom of base text in a vertical story.



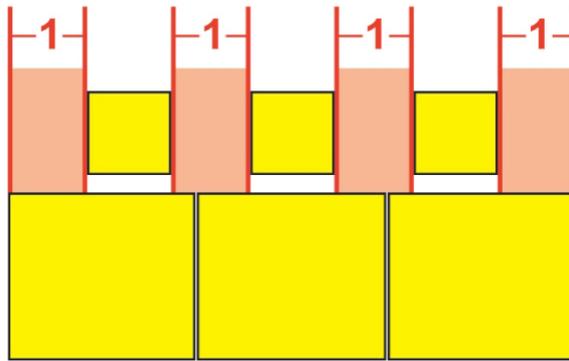
**Forced** alignment of rubi text

- **1-2-1 (JIS) Rule:** Aligns rubi text with base text according to a 1:2:1 ratio, leaving a certain amount of space at the beginning and end of the line of rubi text.



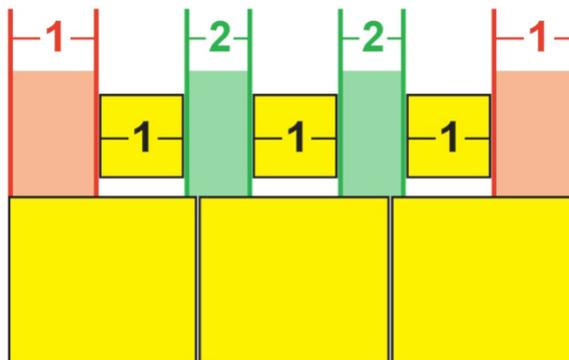
**1-2-1 (JIS) Rule** alignment of rubi text

- **Equal Space:** Aligns rubi text so that the space at the beginning of the line of rubi text, the space at the end of the line of rubi text, and the spaces between each rubi text character are equal.



**Equal Space** alignment of rubi text

- **1 Rubi Space:** Aligns rubi text so that the space at the beginning of the line of rubi text and the space at the end of the line of rubi text are equal to the width of one rubi text character but not equal to the spaces between each rubi text character. The spaces between rubi text characters are distributed evenly.



**1 Rubi Space** alignment of rubi text

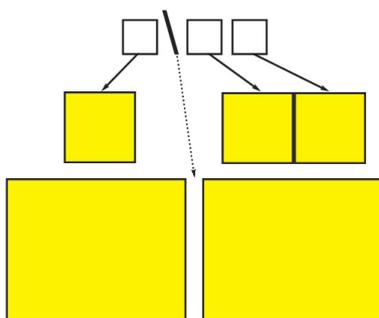
### Mono rubi

To control the placement of individual rubi text characters, insert a backslash or Japanese Yen sign between rubi text characters in the **Rubi Text** field of the **Rubi** dialog box (**Style** menu).



Backslashes between rubi text characters indicate mono rubi.

For example, if you select two base text characters that are associated with three rubi text characters, and you want only the first rubi text character to be placed over the first base text character and the other two to be placed over the second base character, insert a backslash between the first and second rubi text characters. Backslashes correspond with the spaces between base text characters, so you can place as many rubi text characters between backslashes as you want.

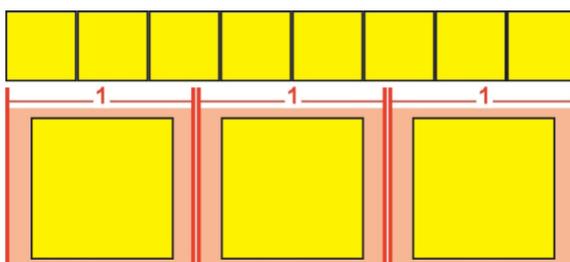


Backslashes correspond with the space between base text characters

**Rubi base alignment options**

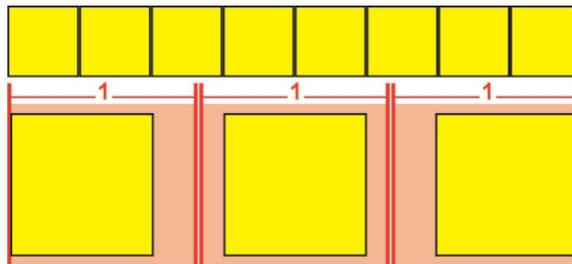
You can apply **Base Alignment** options only when rubi text overhangs the base text. The **Base Alignment** options are:

- **None:** No base text alignment is applied.
- **Left:** Aligns base text with the left side of rubi text in a horizontal story.
- **Centered:** Aligns base text under or next to rubi text so that rubi text has equal overhang on each side of the base text.
- **Right:** Aligns base text with the right side of rubi text in a horizontal story.
- **Top:** Aligns base text with the top of rubi text in a vertical story.
- **Bottom:** Aligns base text with the bottom of rubi text in a vertical story.
- **Justified:** Centers base text under or next to rubi text as shown in the diagram below. (Note that this diagram assumes that **Rubi Overhang** is set to **None**. If rubi text is set to overhang by a particular amount, the rubi characters extend beyond the left and right edges of the base character sequence by that amount, and the base characters are justified in the remaining space.)



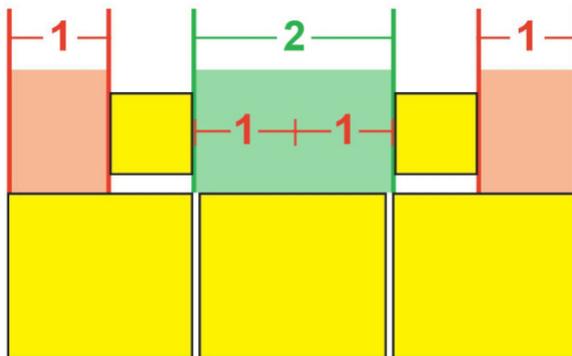
**Justified** alignment of base text

- **Forced:** Aligns base text flush with the left and right of rubi text in a horizontal story, or flush with the top and bottom of rubi text in a vertical story. (Note that this diagram assumes that **Rubi Overhang** is set to **None**. If rubi text is set to overhang by a particular amount, the rubi characters extend beyond the left and right edges of the base character sequence by that amount, and the base characters are force-justified in the remaining space.)



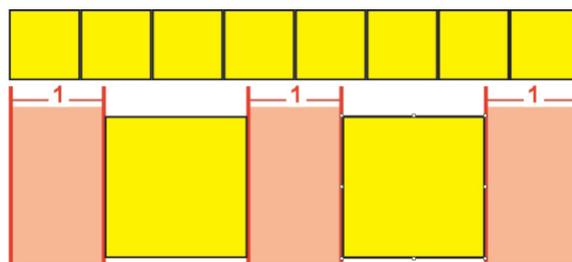
**Forced** alignment of base text

- **1-2-1 (JIS) Rule:** Aligns base text with rubi text according to a 1:2:1 ratio, leaving a certain amount of space at the beginning and end of the line of base text.



**1-2-1 (JIS) Rule** alignment of base text

- **Equal Space:** Aligns base text so that the space at the beginning of the line of base text, the space at the end of the line of base text, and the spaces between base text characters are equal. (Note that this diagram assumes that **Rubi Overhang** is set to **None**. If rubi text is set to overhang by a particular amount, the rubi characters extend beyond the left and right edges of the base character sequence by that amount, and the base characters are distributed in the remaining space.)



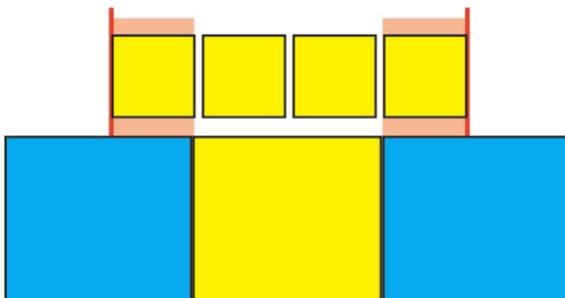
**Equal Space** alignment of base text

### Rubi overhang options

The **Overhang Rubi** options in the **Text** tab of the **Rubi** dialog box (**Style** menu) let you control how far rubi text characters overhang on either side of a base text character that is unrelated to overhanging rubi text characters. The colored diagrams below demonstrate the different **Overhang Rubi** options. Yellow signifies base text and rubi

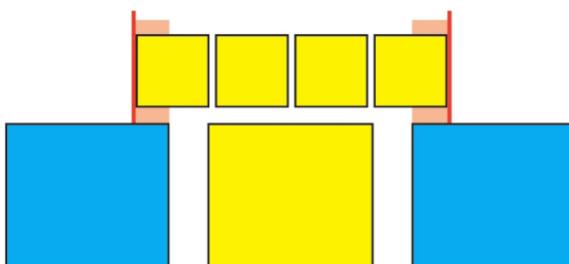
text that are related to each other. Blue signifies base text that is unrelated to the overhanging rubi text.

- **None:** No overhang is allowed.
- **Up to 1 Rubi Character:** Allows the full width of a rubi text character to overhang an unrelated base text character.



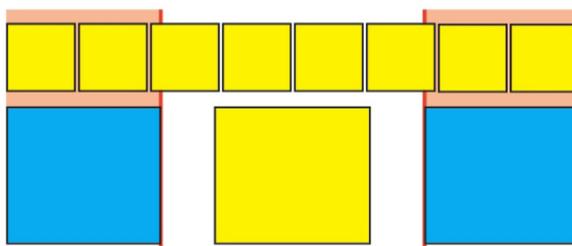
### Up to 1 Rubi Character

- **Up to ½ Rubi Character:** Allows ½ the width of a rubi text character to overhang an unrelated base text character.



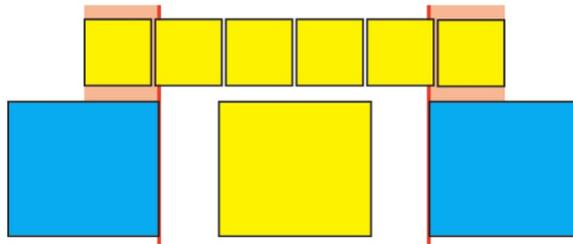
### Up to ½ Rubi Character

- **Up to 1 Base Character:** Allows the full width of a base text character to be placed under unrelated rubi text characters.



### Up to 1 Base Character

- **Up to ½ Base Character:** Allows ½ the width of a base character to be placed under unrelated rubi text characters.



### Up to ½ Base Character

- **Unrestricted:** Allows overhang without any restrictions.

### Working with hanging characters

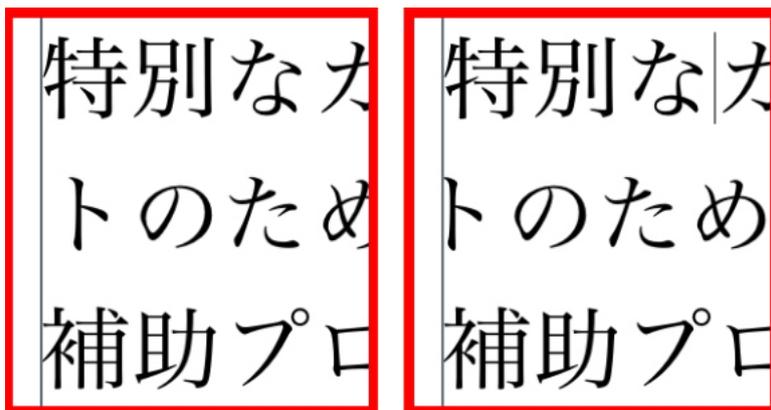
Hanging character sets handle both *hanging punctuation* and *margin alignment*. Margin alignment lets you hang characters partially outside the margin to create visually uniform text alignment along the margin. Hanging punctuation lets you hang punctuation characters fully outside the margin so that the text is flush against either a uniform margin at the beginning of a line of text (leading) or against a uniform margin at the end of a line of text (trailing). For example, the quotation mark in the first sample text below is hanging outside the leading margin, which allows the first character in the first line of text to align evenly with the rows of text below it. The quotation mark in the second sample text below is hanging outside the trailing margin. For example, the period in the second sample text below is hanging outside the trailing margin.

**“This is a sentence  
that has a hanging  
quotation at the  
beginning.”**

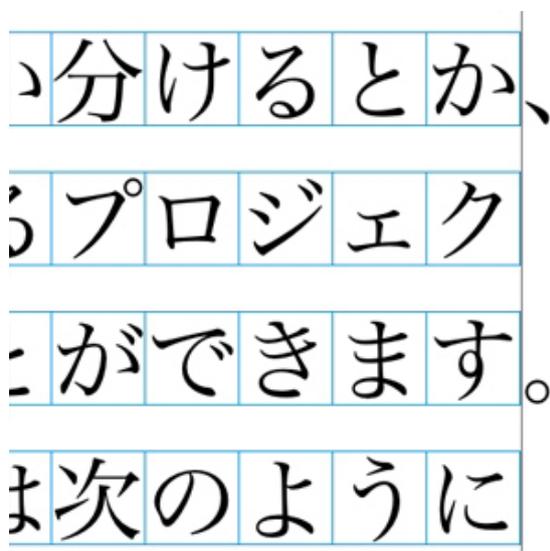
The opening quotation mark in this sample text is a leading hanging character

**“This is a sentence  
that has a hanging  
quotation at the end.”**

The closing quotation mark in this sample text is a trailing hanging character



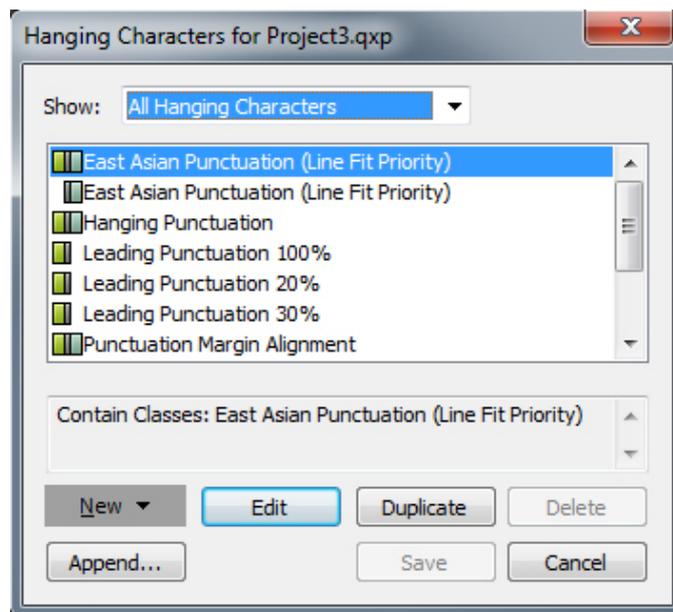
The second line in this sample text shows no hang on the left, but shows a leading hang on the right.



The punctuation characters in this sample text are trailing hanging characters.

You can create custom *hanging character classes* and *hanging character sets*, or you can use the default classes and sets that come with the software. A hanging character class is a group of characters that should always hang outside the margin or indent inside the margin by the same percentage. A hanging character set is a group of hanging character classes. You can use a hanging character set to apply one or several hanging character classes to paragraphs.

To view, create, edit, duplicate, and delete hanging character sets and classes, use the **Hanging Characters** dialog box (**Edit > Hanging Characters**).



The **Hanging Characters** dialog box

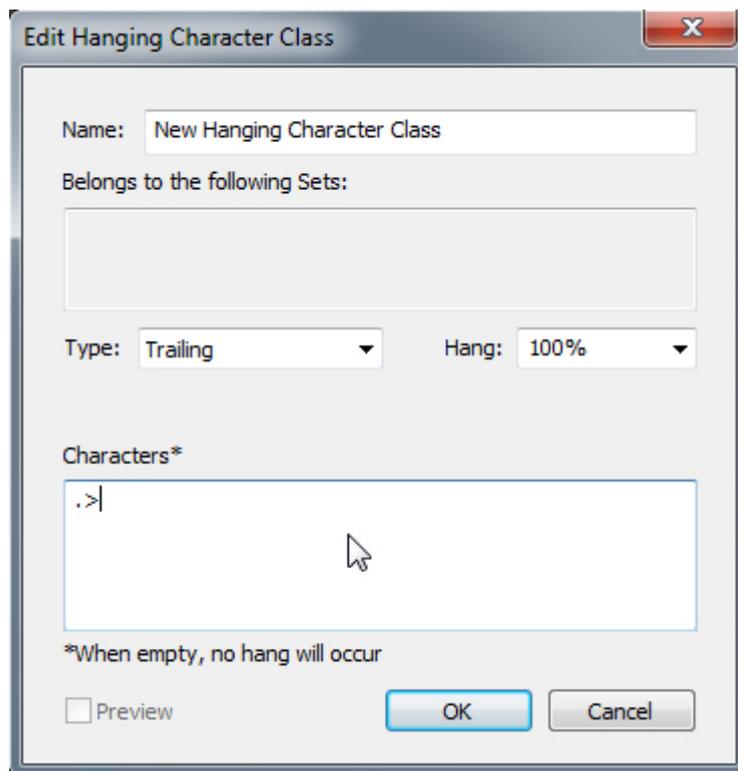
Hanging character sets are preceded by a  icon. Hanging character classes are preceded by a  icon.

If you select a hanging character set in the center pane of the dialog box, the lower pane displays the hanging character classes that belong to that set. If you select a class in the center pane of the dialog box, the lower pane displays the sets to which the selected class belongs and the attributes of the selected class.

- ➔ To compare hanging character sets or classes, select two classes or sets in the **Hanging Characters** dialog box and press Option/Alt. The **Append** button changes to **Compare**.

### Creating hanging character classes

Use the **Edit Hanging Character Class** dialog box (**Edit > Hanging Characters > New > Class**) to specify the characters to be included in a hanging character class, the hang percentage of the class, and whether the class is leading or trailing.



The **Edit Hanging Character Class** dialog box

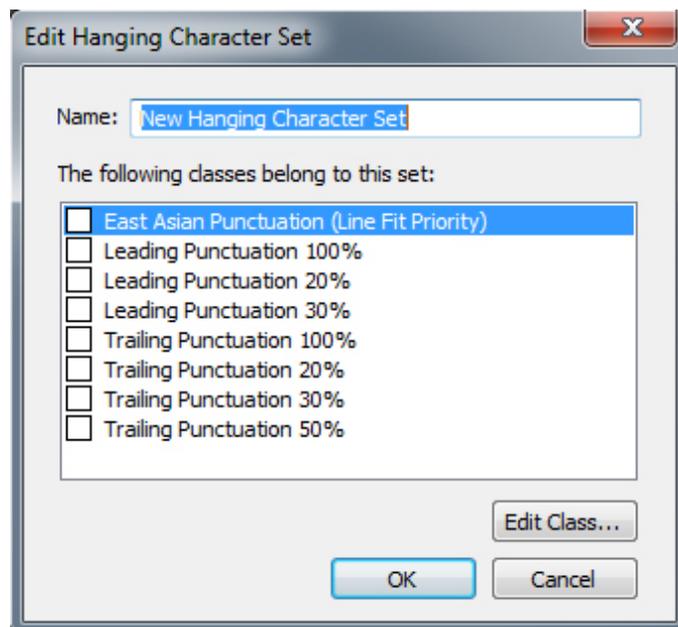
Enter characters in the **Characters** pane. Then choose a percentage from the **Hang** drop-down menu. The *hang percentage* specifies what percentage of the glyph width should always hang over the margin or what percentage of the glyph width should always indent. For example, if you choose **-50%**, the characters in the character class indent inside of the margin by half of their glyph width. If you choose **100%**, the characters in the character class hang outside of the margin by their full glyph width.

Next, choose whether the character class is **Leading** or **Trailing**. Characters in a **Leading** class hang over the beginning margin. Characters in a **Trailing** class hang over the end margin.

- ➔ After you have saved a hanging character class in a hanging character set, you can check **Preview** to view changes to the hanging character class as you edit.

### Creating hanging character sets

Use the **Edit Hanging Character Set** dialog box (**Edit > Hanging Characters > New > Set**) to specify the hanging character classes to be included in a hanging character set.



The **Edit Hanging Character Set** dialog box

The center pane of the dialog box displays all of the available hanging character classes that can be added to a hanging character set. Check the boxes next to the classes you want to add, give the hanging character set a name, and then click **OK**.

To edit a hanging character class before saving the new hanging character set, select the class and click **Edit Class**.

➔ You cannot specify different leading or trailing values for a single character within a hanging character set.

### Applying hanging character sets

To apply a hanging character set to text, choose an option from the **Hanging Character Set** drop-down menu in the **Paragraph Attributes** dialog box (**Edit > Formats**).

To apply a hanging character set to a paragraph style sheet, choose an option from the **Hanging Character Sets** drop-down menu in the **Formats** tab of the **Edit Paragraph Style Sheet** dialog box (**Edit > Style Sheets > New > Paragraph** or **Edit > Style Sheets > Edit**).

### Working with Mojigumi sets and classes

! The Mojigumi feature lets you control spacing for specific punctuation characters when they occur in particular locations. To use this feature, you must choose or create a *Mojigumi character class* and a *Mojigumi set*.

- A *Mojigumi character class* is a named set of punctuation characters that should always be spaced in a particular way.
- A *Mojigumi set* is a set of character spacing specifications based on the widths of character em boxes. For example, a mojigumi set might dictate that open punctuation should use fixed half-width spacing when it occurs at the beginning

of a line, and that close punctuation should use full-width or half-width spacing when it occurs at the end of a line. Each Mojigumi set is associated with one mojigumi character class.

To use the Mojigumi feature, apply a mojigumi set to a paragraph. The Mojigumi set's settings are applied to the characters in the associated mojigumi character class.

For example, if you do not want a parenthesis to occupy a full em-box width when it occurs between two full-width characters, you can create a Mojigumi character class that contains parentheses and then specify in the Mojigumi set settings that these characters should always use a half-em width when they fall between two full em-width characters.

➡ Only one Mojigumi set can be applied to each paragraph.

➡ For more information about the difference between characters and glyphs, see "[Working with the Glyphs palette](#)."

### Creating and editing Mojigumi character classes

A *Mojigumi character class* is a named set of punctuation characters that is designed to be used with a Mojigumi set (for more information, see "[Working with Mojigumi sets and classes](#)"). You can create custom Mojigumi character classes, or you can use the default Mojigumi character classes that come with the software.

To create a custom Mojigumi character class:

- 1 Choose **Edit > Mojigumi > Character Classes**. The **Mojigumi Character Classes** dialog box displays.
- 2 Click **New**. The **Edit Mojigumi Character Class** dialog box displays.
- 3 Enter a name in the **Name** field.
- 4 Enter characters in the **OpenPunctuation** field, the **Close Punctuation (Paren)** field, the **Close Punctuation (Kutoh-ten)** field, and the **Middle Punctuation** field.
- 5 Click **OK**.
- 6 Click **Save**.

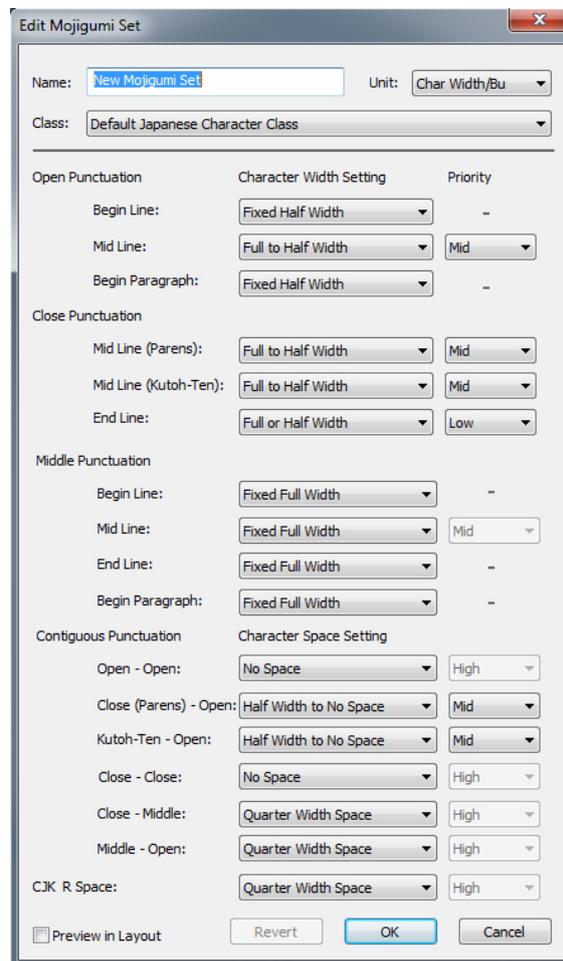
➡ *Kutoh-ten* is a Japanese word meaning "period and comma."

### Creating and editing Mojigumi sets

A Mojigumi set is a set of specifications that can be associated with a Mojigumi character class and then applied to paragraphs. For more information, see "[Working with Mojigumi sets and classes](#)."

To create a Mojigumi set, choose **Edit > Mojigumi > Sets** to display the **Mojigumi Sets** dialog box. Next, click **New**. When the **Edit Mojigumi Set** dialog box displays, enter a name in the **Name** field and then choose a Mojigumi character class from the **Class** drop-down menu.

The settings in the **Edit Mojigumi Sets** dialog box let you control the width or spacing for characters in the specified Mojigumi character class. You can also control which adjustments take priority.



The **Edit Mojigumi Sets** dialog box

- **Name:** Displays the name of the Mojigumi set being edited.
- **Units:** Specify the units that you prefer to see in this dialog.
- **Class:** Displays the name of the Mojigumi character class being edited.

### Open Punctuation

- **Begin Line:** Specify character width or spacing for opening punctuation that falls at the beginning of a line.
- **Mid Line:** Specify character width or spacing for opening punctuation that falls in the middle of a line.
- **Begin Paragraph:** Specify character width or spacing for opening punctuation that falls at the beginning of a paragraph. This setting takes priority over the **Begin Line** setting.

### Close Punctuation

- **Mid Line (Parens):** Specify character width or spacing for closing punctuation that falls in the middle of a line.
- **Mid Line (Kutoh-ten):** Specify character width or spacing for *Kutoh-ten* that falls in the middle of a line. *Kutoh-ten* is a Japanese word meaning "period and comma."
- **End Line:** Specify character width or spacing for closing punctuation that falls at the end of a line.

### Middle Punctuation

- **Begin Line:** Specify character width or spacing for middle punctuation that falls at the beginning of a line.
- **Mid Line:** Specify character width or spacing for middle punctuation that falls in the middle of a line.
- **End Line:** Specify character width or spacing for middle punctuation that falls at the end of a line.
- **Begin Paragraph:** Specify character width or spacing for middle punctuation that falls at the beginning of a paragraph. This setting takes priority over the **Begin Line** setting.

### Contiguous Punctuation

- **Open — Open:** Specify character width or spacing for adjacent opening punctuation. For example: ((
- **Close (Parens) — Open:** Specify character width or spacing for adjacent closing and opening punctuation. For example: )(
- **Kutoh-ten — Open:** Specify character width or spacing for *Kutoh-ten* that is adjacent to opening punctuation. *Kutoh-ten* is a Japanese word meaning "period and comma." For example: . (
- **Close — Close:** Specify character width or spacing for adjacent closing punctuation. For example: ))
- **Close — Middle:** Specify character width or spacing for adjacent closing and middle punctuation. For example: ;)
- **Middle — Open:** Specify character width or spacing for adjacent middle and opening punctuation. For example: (:

### CJK & R Space

Specify the character spacing for Chinese, Japanese, or Korean characters that are adjacent to Roman characters. This feature overrides the percentage in the **Space between CJK & R** field in the **Character** panes of the **Preferences** dialog box (**QuarkCopyDesk/Edit > Preferences**). However, this affects only the characters in the Mojigumi character set.

### Character Width Setting, Character Space Setting

Specify the character width or spacing for **Open Punctuation**, **Close Punctuation**, **Middle Punctuation**, and **Contiguous Punctuation**.

- **Fixed Full Width:** Specify the character width to a fixed full-em width.
- **Fixed Half Width:** Specify the character width to a fixed half-em width.
- **Full Width to Half Width:** Specify the character width to a full-em width, but allow characters to be squeezed down to a half-em width.
- **Half Width to Full Width:** Specify the character glyph width to a half-em width, but allow characters to be stretched up to a full-em width.
- **Full Width or Half Width:** Allow characters to fit either a full-em width or a half-em width. Full width has priority.
- **Half Width or Full Width:** Allow characters to fit either a half-em width or a full-em width. Half width has priority.
- **Full Width Space:** Specify the space between character glyphs to a full-em width.
- **Half Width Space:** Specify the space between character glyphs to a half-em width.
- **Full Width to No Space:** Specify the space between character glyphs to a full-em width, but allow spaces to be squeezed to no-em width.
- **Half Width to No Space:** Specify the space between character glyphs to a half-em width, but allow spaces to squeeze to no-em width.
- **None to Half Width Space:** Specify the space between character glyphs to no-em width, but allow spaces to be stretched to a half-em width.
- **Quarter Width Space:** Specify the space between character glyphs to a quarter-em width.
- **Quarter Width to No Space:** Specify the space between character glyphs to a quarter-em width, but allow spaces to be squeezed to no-em width.

### Priority

Specify the order in which Mojigumi spacing adjusts.

- **High:** Adjust first.
- **Mid:** Adjust second.
- **Low:** Adjust last.

### Preview

Enable or disable an editable preview of the width and spacing settings.

### Applying Mojigumi sets

To apply a Mojigumi set to a paragraph, choose its name from the **Mojigumi Sets** drop-down menu in the **Paragraph Attributes** dialog box (**Style > Formats**) (*Windows*), or the **Paragraph** tab of the **Measurements** palette (*Mac OS X*).

To apply a Mojigumi set to a paragraph style sheet, choose the Mojigumi set name from the **Mojigumi Sets** drop-down menu in the **Format** tab of the **Edit Paragraph Style Sheet** dialog box (**Edit > Style Sheets > New > Paragraph** or **Edit > Style Sheets > Edit**).

➡ You can apply only one Mojigumi set to a paragraph.

# Color, opacity, and drop shadows

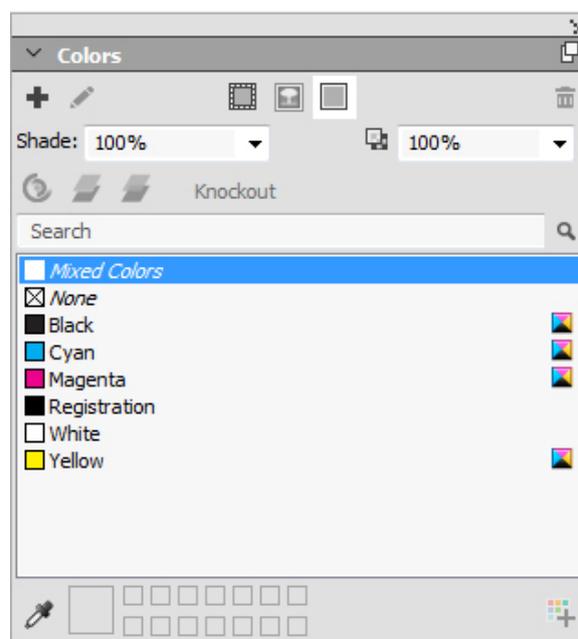
QuarkCopyDesk lets you create custom colors, choose colors from several standardized color matching systems, and edit colors. You can apply both color and shade to text and pictures. You can also control the opacity of text in the same way you control its color. You can apply drop shadows to both items and text.

## Working with colors

Some colors are automatically included in the **Colors** palette. To use other colors, you'll need to create colors or edit existing colors using the **Colors** dialog box, which allows you to create colors using color wheels, numeric fields, or color matching systems. You can also add colors to your article using the color picker tool.

## The Colors palette

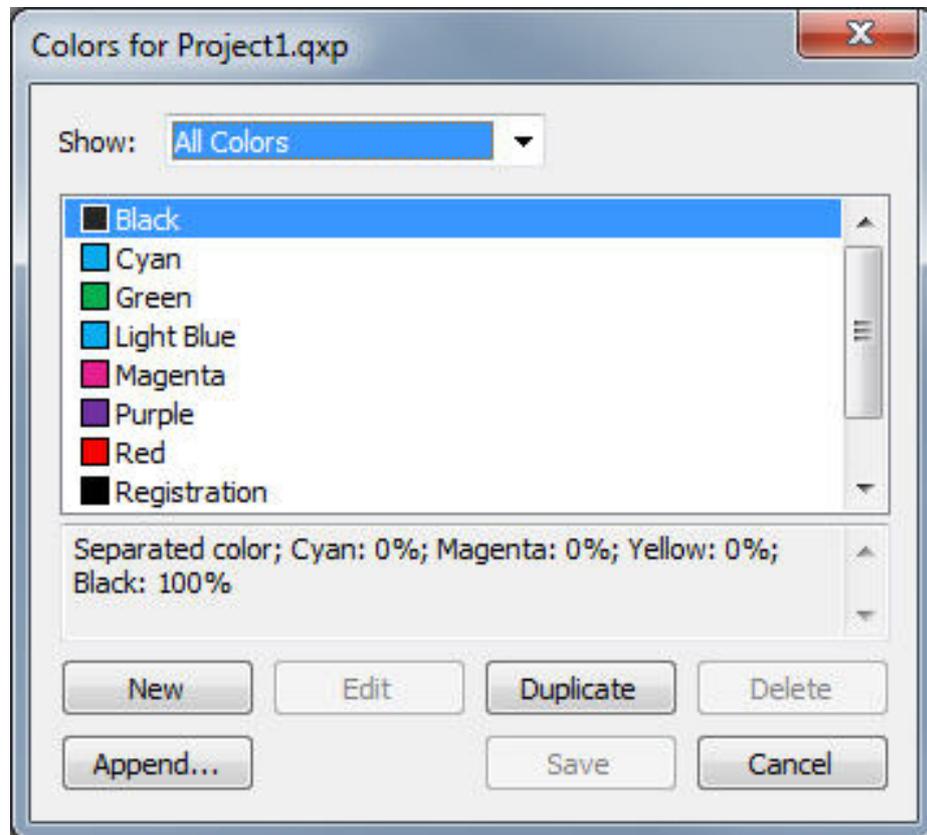
You can use the **Colors** palette (**Window > Colors**) to add, create, edit, duplicate, and manage article colors. The palette also allows you to control overprint and knockout settings.



The **Colors** palette lets you create, edit, and delete colors.

### The Colors dialog box

You can use the **Colors** dialog box (**Edit > Colors**) to create, edit, duplicate, delete, and append colors.



The **Colors** dialog box lets you create, edit, and delete color definitions.

### Creating a color

You can choose from several color models and from a number of color matching systems when you create colors. If you have colors you use frequently, you can create colors for the default color list in the application when no files are open. You can create up to 1,000 default or article-specific colors. To create a color, choose **Edit > Colors** to display the **Colors** dialog box, and click **New** to display the **Edit Color** dialog box. Then, enter a name in the **Name** field and specify the color model for your new color. You can also click the **New** button on the **Colors** palette to create colors.

- **RGB:** This additive color system is most often used with slide recorders or color video monitors, and also works well for digital output. Red, green, and blue light is mixed to represent colors on a video screen.
- **HSB:** This color model is often used by artists because it resembles the manner in which they mix colors. Hue describes color pigment; saturation measures the amount of color pigment; and brightness measures the amount of black in a color.
- **LAB:** This color space is designed to be independent of differing interpretations imposed by monitor or printer manufacturers. The LAB color model, also referred to as LAB color space, is a standard three-dimensional model for representing

## COLOR, OPACITY, AND DROP SHADOWS

colors. Colors are specified by a luminance coordinate (**L**) and two chrominance coordinates (**A** for green-red), and (**B** for blue-yellow).

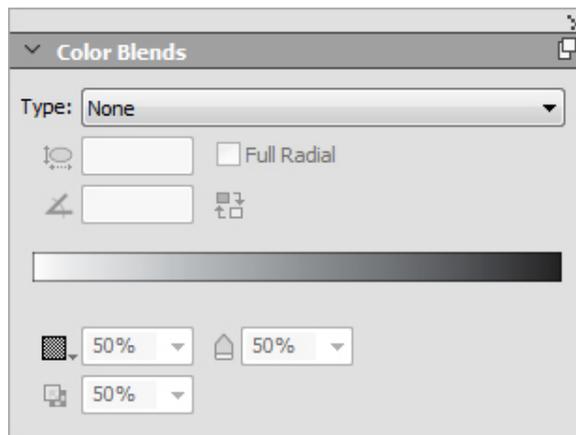
- **Multi-Ink:** This color model is color based on tint percentages of existing process or spot inks.
- **CMYK:** CMYK is a subtractive color model used by professional printers to reproduce colors by combining cyan, magenta, yellow, and black inks on a press.
- To select a color from a color matching system and add it to your color list, choose one of the standardized color matching systems from the **Model** drop-down menu.

### Creating multi-color blends

A blend is a transition from one color to another. You can use the **Color Blends** palette (**Window > Color Blends**) to create multi-color blends, specifying the blend colors, their shades, opacity, the pattern in which they blend, and the angle at which they blend relative to the box. A blend can contain any colors available in a article.

To create a multi-color blend:

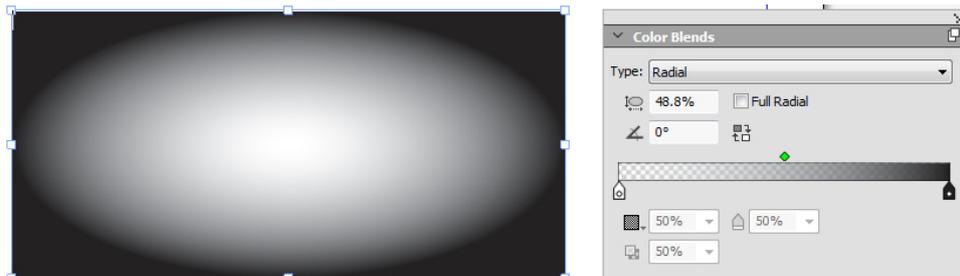
- 1 Open the **Color Blends** palette (**Window > Color Blends**).



- 2 Select the box (or boxes) on the layout you want to apply the blend to, the blend will be applied to all selected items.

- 3 Choose the type of color blend you are creating from the **Type** drop down menu: **Axial**, **Radial**, **Rectangular** or **Diamond**.

➔ As soon as you choose a type of blend, a default blend is automatically created from two colors: the background color of the box you have selected and black. Choosing a blend also enables and disables the options and controls appropriate to your selection.



You can change the type of blend at any time. When you switch between **Axial** and **Radial** types, all colors and options that you have defined will be retained, but if you switch to a **Rectangular** or **Diamond** from an **Axial** or **Radial**, only the first and last colors of the blend will be maintained.

4 Define your blend using the following options and controls:

-  **Angle:** define the angle of the blend.
- Click the reverse  icon to reverse the color blend.
- The **Gradient Slider** gives you a preview of how your blend will appear. The color stop icons () are positioned at the beginning and end of each two color blend. You can click and drag a color stop to change its location, or you can select any color stop and use the options below to define the color and shade () , opacity () , and location () numerically. The  icon is positioned midway between two color stops. You can click and drag the midway icon to change its location, or you can select it and change its location numerically.

➔ The midway icons location must remain between 13% and 87%. You will not be able to drag it beyond, or enter a value outside of, this restriction.

Add colors using the **Gradient Slider** by clicking anywhere between two color stops to add a new color stop. A plus symbol () will appear next to your cursor when you are at a place that allows you to insert a new color stop. You can then define the color, shade, opacity and location of the new color stop.

➔ When defining the color, you can choose any color that is available in this article, or you can select to create a new color at this time. To add a color stop and define a new color at the same time, **Shift+Click** when adding the color stop. You can edit an existing color by double clicking on the color stop to display the **Edit Color** palette.

➔ You can delete any color stop by clicking and dragging it down.

When creating rectangular and diamond color blends, you cannot add more colors, these can only be two color blends. You can change the color, shade and opacity of the two color stops, but not the location of either the color stops or the midway point.

- Check **Full Radial** to spread the center color out to soften the blend. This option is only available for radial blends.
-  **Aspect Ratio:** The aspect ratio is used to define and control the shape of the radial blend. The default aspect ratio for each radial blend you create is dependent on the box shape you have selected. If you change the size/shape of the selected box, the aspect ratio will automatically adjust. This option is only available for radial blends.

5 The following options are on the drop-down menu under the  icon:

- **Copy Color Blend:** Use this option to copy the color blend applied to the selected box.

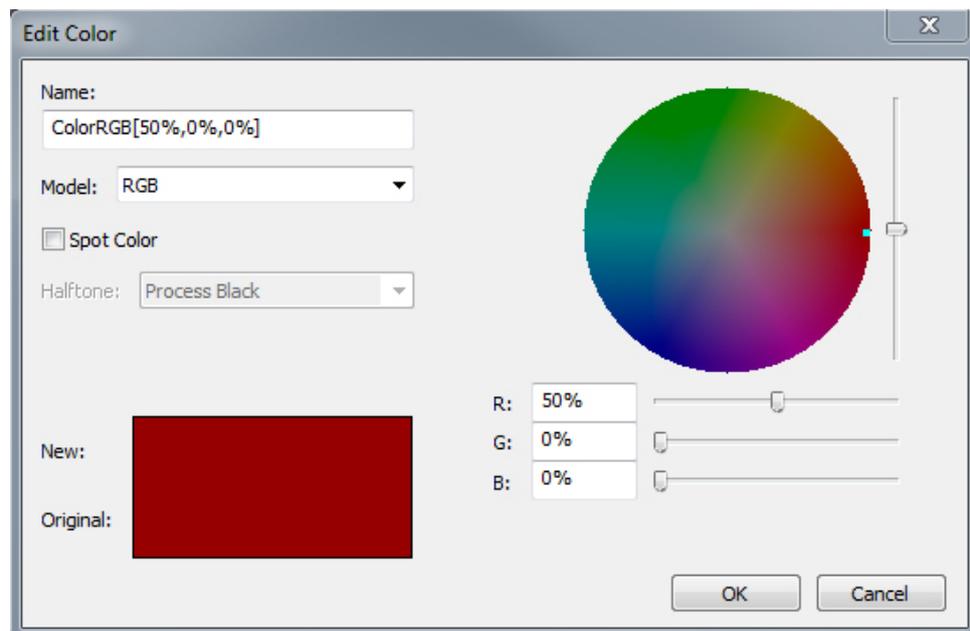
## COLOR, OPACITY, AND DROP SHADOWS

- **Copy Color Stops:** Use this option to copy only the defined color stops of the blend applied to the selected box. You can then apply these color stop definitions to another blend.
- **Paste Blend:** Use this option to paste the copied color blend onto the selected box.
- **Paste Color Stops:** Use this option to paste the copied color stops onto the existing blend in the selected box.
- **Overprint Blend:** Use this option to set the overprint option, to prevent knockout.

The mixed blend color you have created will appear on the **Colors** palette, as a background color called *Mixed Colors*, when the box the color is applied to is selected. You can change the shade and opacity of all of the colors in the blend at one time using the **Colors** palette.

### Editing a color

To edit an existing color, choose **Edit > Colors**, select the color you want to edit in the **Colors** list, then click **Edit** to display the **Edit Color** dialog box. You can also double-click the color you want to edit in the **Colors** list to display the **Edit Color** dialog box.



**Edit Color** dialog box

### Duplicating a color

To duplicate an existing color, choose **Edit > Colors**, select the color you want to duplicate from the **Colors** list, then click **Duplicate** to display the **Edit Color** dialog box for the duplicate color.

### Deleting a color

While you cannot delete some of the default colors, you can delete any new or duplicate colors you have created. To remove a color from the color list, choose **Edit > Colors**, select the color you want to remove from the **Colors** list, and then click **Delete**.

### Adding colors using the color picker tool

The color picker tool on the **Colors** palette allows you to pick Native colors from items and images in your article and add them to the list of available colors.

What values the tool picks depends on the item/image you are picking the color from:

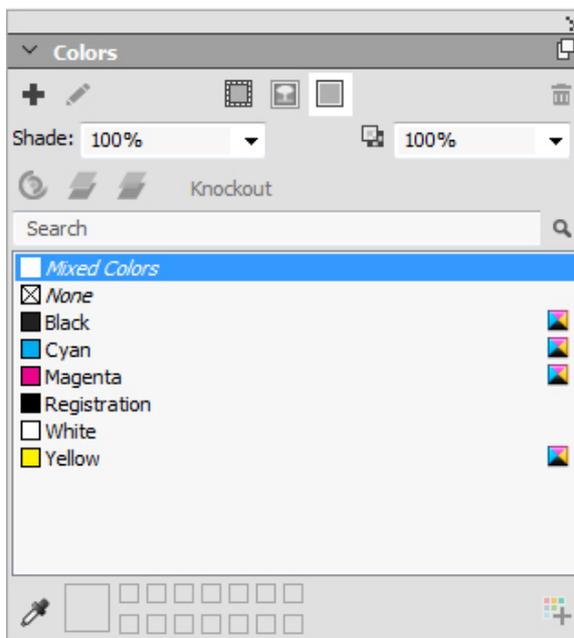
- For all raster only images the tool will pick source color values from the image.
- For imported vector images, the tool will pick screen RGB values.
- For vector and raster combinations (for example some PDF images), if the user clicks on a vector object, a warning appears, telling the user that the selected image contains vector graphics and the tool will pick RGB values.
- For similar vector and raster combinations, if the user clicks on a vector object with a raster underneath, a warning will appear, telling the user that the selected image contains vector graphics and suggests using **Shift+click** to pick source values from the raster image underneath.

You can pick multiple colors and then decide which colors you want to save or discard.

After being added, these colors are then available to your article and can be used on text, lines, and boxes and can also be used to create custom color blends.

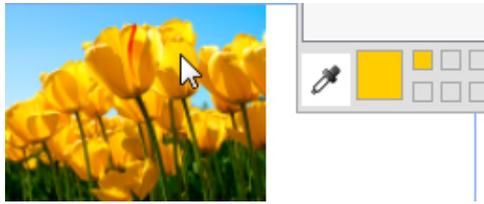
To add colors to your article using the color picker tool:

- 1 Open the **Colors** palette.

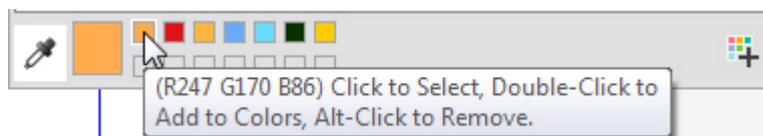


## COLOR, OPACITY, AND DROP SHADOWS

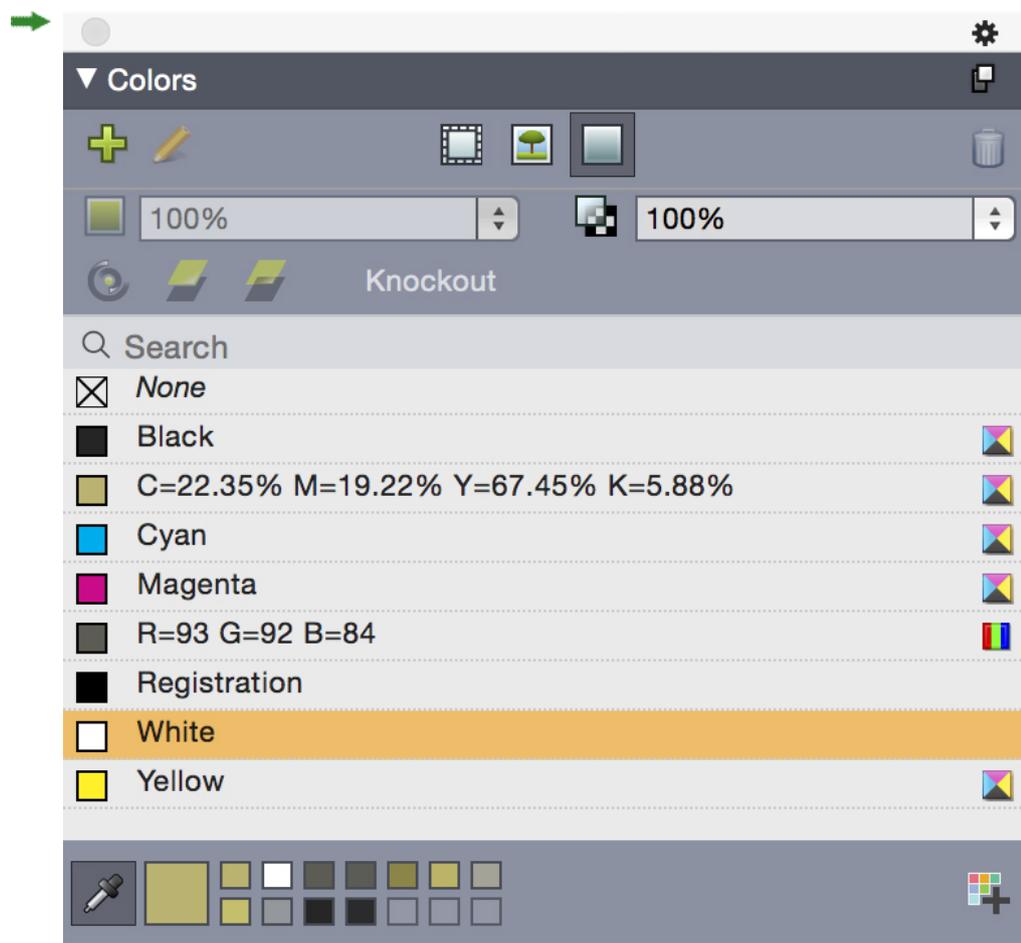
- 2 Click the  color picker tool.
- 3 Click on any Native color in your project that you want to add. The color will be displayed at the bottom of the **Colors** palette.



- 4 To add an individual color, double click on the color. To remove an individual color, press the **Alt** key and click on the color.



- ➔ The default color names are added with color models values. RGB is in 255 values, and CMYK is in percentages.



- 5 Hold down **Alt/Option+Shift** and click the  icon to add all of the colors that were chosen with the color picker tool at one time.

### Importing colors from another article or project

You can append colors from another article or project using the **Colors** dialog box (**Edit > Colors**) or the **Append** command (**File > Append**).

### Changing all instances of one color to another color

To globally change all items of one color to another color, either edit the color you want to change to the desired color or choose **Edit > Colors** to display the **Colors** dialog box, and select the name of a color to edit; then click **Edit**, and make your changes.

- ➔ When you are globally changing all items and text from one color to another, remember to save your work before you do so. That way, if you accidentally change everything to the wrong color, you can simply choose **File > Revert to Saved** to undo the error without losing any of your other work.

### Applying color and shade to text

You can apply color and shade to text in four ways:

- You can apply color and shade using the **Style > Color** and **Style > Shade** commands.
- You can use the **Colors** palette (**View > Show Colors**).
- You can use the **Character Style Sheet** command (**Style > Character Style Sheet**) to apply color and shade to selected text using character style sheets you have created.
- You can use the **Character Attributes** dialog box (**Style > Character**).

### Working with opacity

Specifying opacity is as easy as specifying the shade of a color. In fact, wherever you can pick a color — in the **Colors** palette, the **Style** menu, the **Character Attributes dialog box** (**Style > Character**), and more — you can enter an opacity value from 0% (transparent) to 100% (opaque) in 0.1% increments.

# Pictures

You can import and paste pictures from image-editing or other graphic applications into QuarkCopyDesk. Once a picture is in a picture component, you can perform a number of operations on it, such as altering its position, changing its size, or skewing or flipping it.

## Working with pictures

If an article contains pictures, you can view and manipulate pictures in QuarkCopyDesk. You can also create picture components.

### Importing a picture

To import a picture, do one of the following:

- Choose **File > Import**.
- Drag a picture file from the file system onto a picture component. If the component contains a picture, press Command/Ctrl to replace it.
- Drag a picture from another application onto a picture component. If the component contains a picture, press Command/Ctrl to replace it.
- Drag a picture file from the file system onto a text component and press Command/Ctrl to make the component accept the picture.
- Drag a picture from another application onto a text component and press Command/Ctrl to make the component accept the picture.

### Moving pictures

### Resizing pictures

You can scale pictures to make them larger or smaller by clicking and dragging the round picture handles on the corners and sides of the picture. Press the Shift key while resizing a picture to resize the picture proportionately. Press Shift+Option/Shift+Alt while dragging a corner handle to resize the picture proportionately from the center. You can also scale pictures using the **Style** menu, the **Measurements** palette, or the context menu.

To scale a picture proportionally so that its largest dimension fits inside the picture component, choose **Scale Picture to Box** from the context menu or **Style** menu. To

scale a picture proportionally so that it completely fills the picture component, choose **Scale Picture to Fill Box** from the context menu or **Style** menu.

### Cropping pictures

If you only want a portion of your image to display, you can manually crop it by adjusting the size of the picture with the picture handles.

### Rotating and skewing pictures

Rotating a picture sets it at a different angle within the box, while skewing a picture applies a slanted look to it.

To rotate a picture, move the mouse over one of the picture's corner handles. A Rotation pointer  displays according to the selected corner. Drag the pointer to rotate the picture. You can also enter rotate values for a picture in the **Picture Angle** field of the **Modify** dialog box (**Style > Picture**) on *Windows*, or the **Measurements** palette (**Home/Classic** tab).

To skew a picture, enter a value in the **Picture Skew** field of the **Modify** dialog box (**Style > Picture**) on *Windows*, or the **Measurements** palette (**Home/Classic** tab).

### Coloring and shading pictures

You can apply color and shade values to the shadows and middle tones of black-and-white and grayscale pictures using the **Colors** palette (**Window > Colors**), the **Modify** dialog box (*Windows only*), the **Measurements** palette, or the **Style** menu. You can also apply color to the picture background and the box background.

- To apply color to a black-and-white or grayscale picture, select the **Picture Color** icon  and click a color name.
- To apply color to the background of a black-and-white or grayscale picture, select the **Picture Background Color** icon  and click a color name.

### Flipping pictures

You can flip the contents of a picture component from left to right and from top to bottom using the **Style** menu (**Style > Flip Horizontal** or **Style > Flip Vertical**) or the **Measurements** palette (click the flip horizontal icon  or the flip vertical icon .

### Listing, verifying status of, and updating pictures

QuarkCopyDesk automatically displays a low-resolution 72 dpi preview of each imported picture file while maintaining a path to picture files and retrieving the high-resolution information required for output.

The **Usage** feature (**Utilities** menu) lets you keep track of all your imported pictures. To use this feature, choose **Utilities > Usage**, then click **Pictures** to display the **Pictures** pane.

The **Show** button displays the selected picture in the layout.

The **Update** button lets you update missing and modified pictures. To update modified pictures without a confirmation alert, Option+click/Alt+click the **Update** button.

To suppress the output of a picture, uncheck the **Print** column for that picture.

### Specifying background colors for pictures

To increase your design options with pictures, you can modify box color, picture color, and picture background color. See "[Coloring and shading pictures](#)" for more information.

- For gray pixels, the picture color and picture background color are mixed.
- If you specify different opacities for the picture color or picture background color, the colors will interact with each other and the box color.

### Maintaining picture attributes

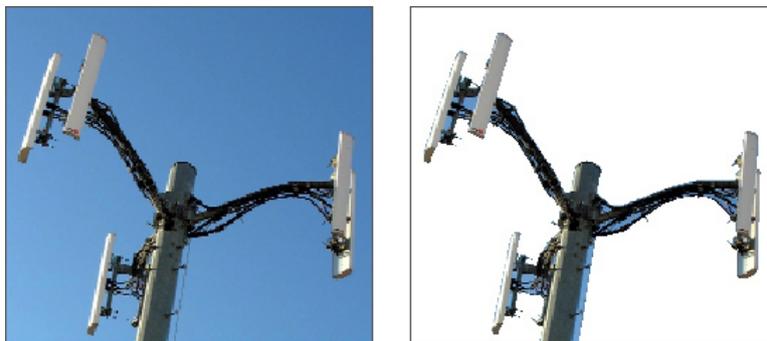
When you import a picture into a picture component — whether or not the picture component already contains a picture — you can retain all picture attributes. For example, if an empty picture component specifies that the picture should be scaled 50% and rotated 90 degrees, you can import a new picture and those attributes are automatically applied.

To import a picture and retain the attributes specified for the component and/or the existing picture, check **Maintain Picture Attributes** in the **Import** dialog box (**File** menu).

### Working with clipping paths

A clipping path is a closed Bézier shape that indicates which parts of a picture should be displayed and which parts should be treated as transparent. Clipping paths are especially useful when you are attempting to isolate the picture's subject from its surrounding background in the original picture file.

You can create clipping paths from scratch in QuarkXPress or QuarkCopyDesk, or you can use embedded path or alpha channel information to create clipping paths. Clipping paths created by QuarkXPress or QuarkCopyDesk are based on the picture file, and are stored with the layout.



A clipping path lets you control which parts of a picture show and which parts are hidden.

### Clipping path basics

A clipping path is any closed Bézier shape that defines a region (or regions) that should be treated as visible, and a region (or regions) that should be treated as invisible.

Clipping paths tell QuarkXPress and QuarkCopyDesk which parts of a picture should be considered visible, and runaround paths tell QuarkXPress and QuarkCopyDesk where to wrap text. You are not limited to using the same settings for your runaround and clipping paths. You can even use different clipping paths or alpha channels for your clipping and runaround settings.

Clipping paths created by QuarkCopyDesk are based on the high-resolution picture file, and are stored with the article.

### Creating clipping paths

To create or assign a clipping path for the active picture component, choose **Style > Picture** on *Windows*, click the **Clipping** tab, and then choose an option from the **Type** drop-down menu, or use the **Clipping** tab of the **Measurements** palette on *Mac OS X*:

- Choose **Item** to crop an image to the picture component boundaries. Choosing **Item** does not create a clipping path; it simply crops the picture to its picture component.
- Choose **Embedded Path** to clip a picture around a path already embedded in the picture file. Choose a path from the **Path** drop-down menu if the picture file contains more than one embedded path.
- Choose **Alpha Channel** to clip a picture around an alpha channel already embedded in a picture file. Choose an alpha channel from the **Alpha** drop-down menu if the picture file contains more than one embedded alpha channel. Note that using a clipping path around an alpha channel will create a hard edge rather than a blended effect. If you want a semi-opaque blend, use an alpha mask. (See "[Working with alpha masks](#).")
- Choose **Non-White Areas** to create a clipping path based on the picture's subject. Depending on the image and the value in the **Threshold** field, the clipping path will outline a non-white figure within a larger white or near-white image (or vice versa). The **Non-White Areas** option works best when the unwanted parts of the image are much lighter than the subject itself (or vice versa).
- Choose **Picture Bounds** to clip a picture around the rectangular "canvas area" of the imported picture file. This includes any white background areas saved with the original picture file. Enter values in the **Top**, **Left**, **Bottom**, and **Right** fields to determine the outset of the clipping path from the picture's boundaries. Positive values increase the outset, and negative values decrease the outset.

### Using embedded clipping paths

You can use image-editing applications to embed paths and alpha channels in an image. If a picture storing this information is imported into QuarkCopyDesk, you can access the path and channel information using the **Clipping** tab in the **Modify** dialog box, or the **Measurements** palette.

TIFFs and PSDs can have embedded paths and alpha channels. EPS, BMP, JPEG, and PICT files can only have embedded paths.

### Working with alpha masks

Unlike clipping paths, which produce a smooth edge primarily used for separating a foreground image from a background image, alpha masks can include transparency information to subtly blend a foreground image into a new background. To work with alpha masks in QuarkCopyDesk, you must first create an alpha mask in an image-editing application such as Adobe Photoshop. You can then use the alpha mask in QuarkCopyDesk.



The alpha mask on the flames allows the text in the background to show through.

To work with alpha masks in QuarkCopyDesk, you'll need to save them with the picture in a format that supports alpha channels.

To apply an alpha mask to the selected picture, choose an alpha channel from the **Measurements** palette's **Mask** drop-down menu.

- ➔ By default, this drop-down menu is set to **Composite**, which preserves the image's overall transparency.

### Working with PSD pictures

You can import native, unflattened picture files from Adobe Photoshop directly into QuarkCopyDesk with PSD Import XTensions software. Once files are imported, you can manipulate any layers, channels, and paths saved with the Photoshop (PSD) files. This integration between Photoshop and QuarkCopyDesk streamlines your workflow by allowing you to skip flattening; saves hard disk space by enabling you to work with native files; and enhances your creative possibilities by providing access to layers, channels, and paths.

When the PSD Import XTensions software is running, you can use **File > Import** to import a PSD file into a selected QuarkCopyDesk picture box.

To work with layers, channels, and paths in the image, choose **Window > Advanced Image Control**. You can use the **Advanced Image Control** palette to blend layers, work with color channels, and select paths.

➔ To work with PSD files in QuarkCopyDesk, you must have the PSD Import XTension loaded.

### Preparing PSD files

When you're preparing pictures in Photoshop for use with Advanced Image Control, you need to keep a few things in mind:

- You do not need to save the image in another file format, which means that you don't have to flatten the layers.
- Create alpha channels or clipping paths for any contours that you might want to wrap text around.
- Create channels for areas where you might want to apply a different spot color or varnish.
- Advanced Image Control cannot read layer information for certain images — including those that use layer effects. The composite image is used instead.

➔ Advanced Image Control supports PSD files in grayscale, RGB, CMYK, index, Duotone and multichannel modes.

### Working with PSD layers

Experimenting with layers allows you to see different images within the context of the entire layout. In addition, you can modify the opacity of a layer and try different blend modes — such as dissolve, lighten, and difference — to see how these effects work with the rest of a design.

You can use the **Layers** pane of the **Advanced Image Control** palette to show, hide, blend, and change the opacity of layers within PSD pictures. The **Advanced Image Control** palette displays information about how the picture file was created, but does not allow you to make fundamental changes to the picture file:

- You cannot create, name, copy, duplicate, align, reposition, delete, or merge layers using the **Layers** pane.
- If there are no layers in the PSD file, the **Advanced Image Control** palette shows only the background layer.

### Blending PSD layers

The **Blend Mode** drop-down menu in the **Layers** pane lets you control how pixels in a selected layer interact with pixels in all the layers below the selected layer. The blend modes are similar to those in image-editing applications: They include options such as **Multiply**, **Color Dodge**, **Exclusion**, and **Saturation**.

### **Showing and hiding Photoshop layers**

You can view and print layers that are showing; hidden layers do not display on-screen or in print. Advanced Image Control allows you to hide any layer, including the background layer.

- To show a layer, click the empty box icon to the left of the layer.
- To show all layers, Option+Shift+click/Alt+Shift+click the empty box icon.
- To hide a layer, click the eye icon .
- To hide all but one layer, Option+click/Alt+click the eye icon .

If changing the blending and opacity of layers produces undesirable results, you can revert the layers to their original state in the imported PSD file with the **Revert Layer** or **Revert All Layers** options in the **Advanced Image Control** palette menu.

### **Modifying PSD layer opacity**

A field on the **Layers** pane let you control the transparency of pixels on a selected layer. You can specify a transparency from 0% (transparent) to 100% (opaque).

### **Working with layer masks**

If layer masks are saved with PSD files, you can enable and disable the masks in the **Layers** pane of the **Advanced Image Control** palette by Shift-clicking the thumbnail preview of the layer mask.

### **Working with PSD channels**

Photoshop channels store color information about images. By default, grayscale and indexed color images have one channel, RGB images have three channels, and CMYK images have four channels. These are referred to collectively as the *default channels*. You can use the **Channels** pane of the **Advanced Image Control** palette to show and hide all channels, to change the color and ink solidity of a selected spot-color channel or alpha channel, and to assign spot colors to selected indexed colors. For example, you might assign special effects such as varnishes, embossing, and die cuts to channels.

### **Showing and hiding channels**

Visible channels in imported PSD files display on screen and can be printed; channels that are hidden do not display on screen and cannot be printed. The process to show and hide channels is the same as for layers.

Clicking the composite channel displays all the default channels, such as CMYK or RGB.

### **Modifying channel color and solidity**

You can use the **Advanced Image Control** palette to change the color, shade, and ink solidity of any spot color, mask, or alpha channel you created in Photoshop. You can assign spot colors to channels that overprint composite images, and you can specify solidity for displaying channels on-screen and printing color composites.

Channels specified as mask channels in Photoshop are imported differently than channels specified as spot colors. In Photoshop, mask channels are assigned an opacity

setting, while spot channels are assigned a solidity setting. Since PSD Import supports ink solidity, mask channels are imported with a 0% ink solidity. To see mask channels in imported PSDs, you need to manually turn on the mask channels in the **Channels** tab of the **Advanced Image Control** palette. Spot-color channels, on the other hand, retain the solidity setting saved in the PSD file and are mapped to QuarkCopyDesk colors by default.

Use the **Channel Options** dialog box to modify the color, shade, or ink solidity of pixels in a spot-color or alpha channel. To display the **Channel Options** dialog box, simply double-click a channel in the **Channels** pane of the **Advanced Image Control** palette (**Window** menu).

### **Working with indexed color channels**

By default, when you print color separations from QuarkXPress using PSD Import, the colors in indexed color images separate to CMYK. You can override this by creating a spot color or multi-ink color (**Edit > Colors**) and assigning that color to the selected indexed colors in the image. Advanced Image Control also allows you to create spot colors from colors in the indexed color image. Indexed colors that you do not modify will still separate to CMYK.

### **Working with PSD paths**

You can also use PSD Import to choose among embedded paths for specifying clipping and runaround. The **Paths** pane in the **Advanced Image Control** palette provides convenient access to the clipping-path and text-runaround functions in QuarkCopyDesk

Using the **Paths** pane, you can select different clipping paths to use for text runaround contours. To select a text runaround contour, click the empty box in the first column. The **Text Runaround** icon displays and the text wraps around the contours of the clipping path.

You also can use the **Paths** pane to control the display of an image by selecting a clipping path you created in Photoshop. To select a clipping path, click in the empty box in the second column. The **Clipping Path** icon displays and the area of the picture within the selected clipping path displays.

You can reverse any changes you make to paths in PSD Import. The paths will revert to their original state as they were created in the imported PSD file. To do this, choose **Revert Path** or **Revert All Paths** from the **Advanced Image Control** palette or context menu.

### **Printing with PSD Import**

When you print an article using PSD Import, you can specify the layers, channels, and paths within each PSD picture to print. Since the eye icon  in the **Advanced Image Control** palette controls both display and printing, pictures print as they display.

- ➔ If you print an article without PSD Import XTensions software running, the PSD files print as low-resolution composite previews. The layers, channels, and path information are not available, and the pictures will not separate.

# Cross references

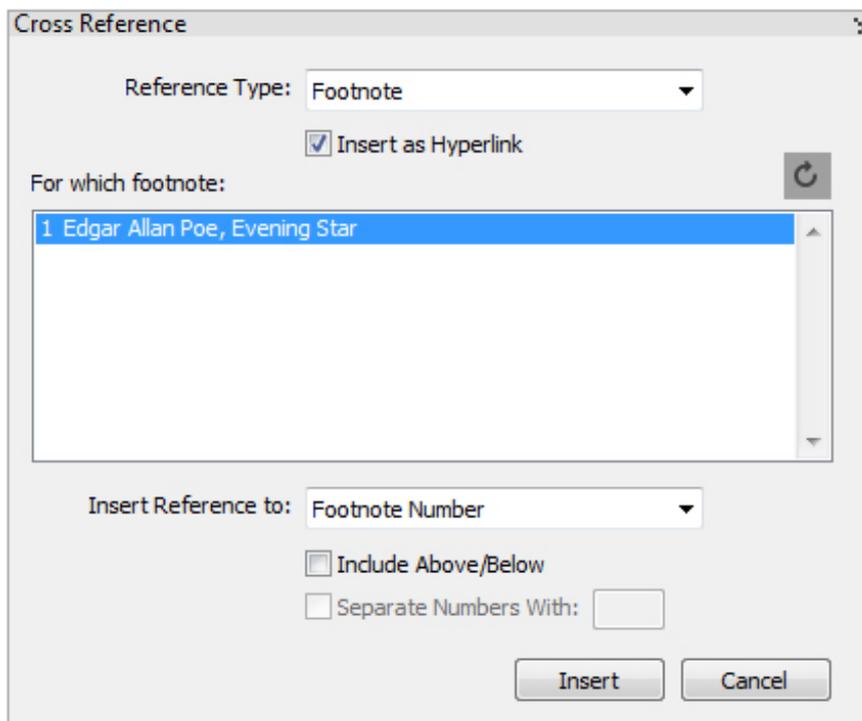
A cross reference in an article is text that refers to related material located elsewhere within the article. If the cross reference is inserted as a hyperlink, and the article is exported as PDF, then the reader will be able to click on a cross reference and follow the link to the specified location within the article.

Cross references can only be linked to footnotes, endnotes and numbered items. Cross references to footnotes and endnotes allow you to have multiple references to the same footnote or endnote without having to create separate footnotes or endnotes for each reference point.

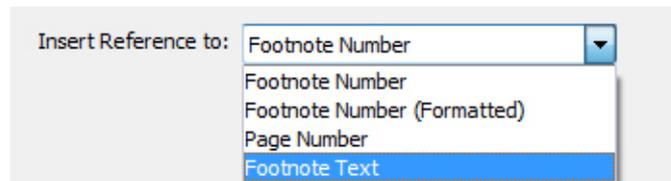
## Inserting a cross reference

To insert a cross reference:

- 1 Place the insertion point where you want to insert the cross reference.
- 2 Choose **Style > Cross Reference > Insert Cross Reference**. The Cross Reference dialog box appears:

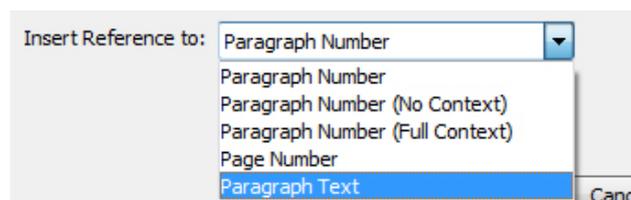


- 3 Choose the type of cross reference you are inserting from the **Reference Type** drop down menu: **Footnote**, **Endnote** or **Numbered Item**.
- 4 Check **Insert as Hyperlink** to insert the cross reference as a hyperlink in the exported PDF document.
- 5 Once you have chosen a cross reference type, the available references to link to will be listed. Choose a reference to link to.
- 6 Choose an option from the **Insert Reference to** drop-down menu. The options in this drop-down menu depend on what cross reference type you have chosen. What you choose here will determine the text of the cross reference link.



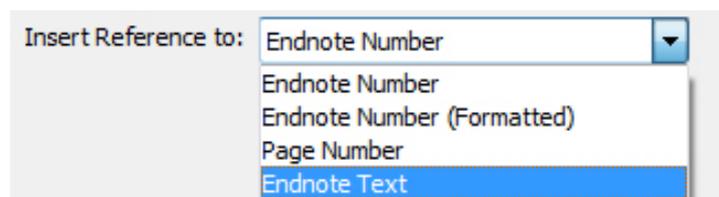
#### **Insert Reference to** options for a **Footnote Reference Type**.

You can choose to display the footnote number (in its formatted or unformatted state), the page number the footnote resides on or to the text of the footnote itself.



#### **Insert Reference to** options for a **Numbered Item Reference Type**.

You can choose to display the paragraph number of the numbered item (with or without context), the page number the numbered item resides on or to the text of the item itself.



#### **Insert Reference to** options for a **Endnote Reference Type**.

You can choose to display the endnote number (in its formatted or unformatted state), the page number the endnote resides on or to the text of the endnote itself.

- 7 If you check **Include Above/Below**, the cross reference will specify whether the referenced item is above or below the cross reference in the layout.
- 8 The **Separate Numbers With** option is available only when you are inserting a cross reference to a numbered item. The numbered item may be a nested item, and this option gives you the opportunity to specify that you want to separate the paragraph numbers with a symbol of your choosing (for example, 3.2.1 or 3\*2\*1).

## CROSS REFERENCES

➔ If you have specified a suffix in the outline style, then that will be the default. The Outline Style Suffix character will be applied to the cross reference and any character you put in the **Separate Numbers With** field will be ignored.

9 Click **Insert**.

The cross reference is inserted into the article

➔ You can go to the parent of the cross reference using a shortcut (Ctrl/Alt/Shift+ F12 on *Windows*, Cmd/Opt/Shift+ F12 on *Mac OS X*). Place the cursor within the cross reference text or select part of the cross reference text and press the shortcut.

### Synchronizing cross references

If the referenced content for a cross reference is modified, this will not be reflected in the cross reference until you synchronize the cross reference. You can choose to synchronize a selected cross reference or all cross references in the article.

To synchronize cross references:

- 1 To synchronize a single cross reference, place the cursor on the cross reference.
- 2 Choose **Style > Cross Reference > Synchronize Cross Reference**, to synchronize the selected cross reference or **Style > Cross Reference > Synchronize All Cross Reference** to synchronize all cross references in the current article

Any modifications that were made to the referenced content will now be reflected in the cross reference.

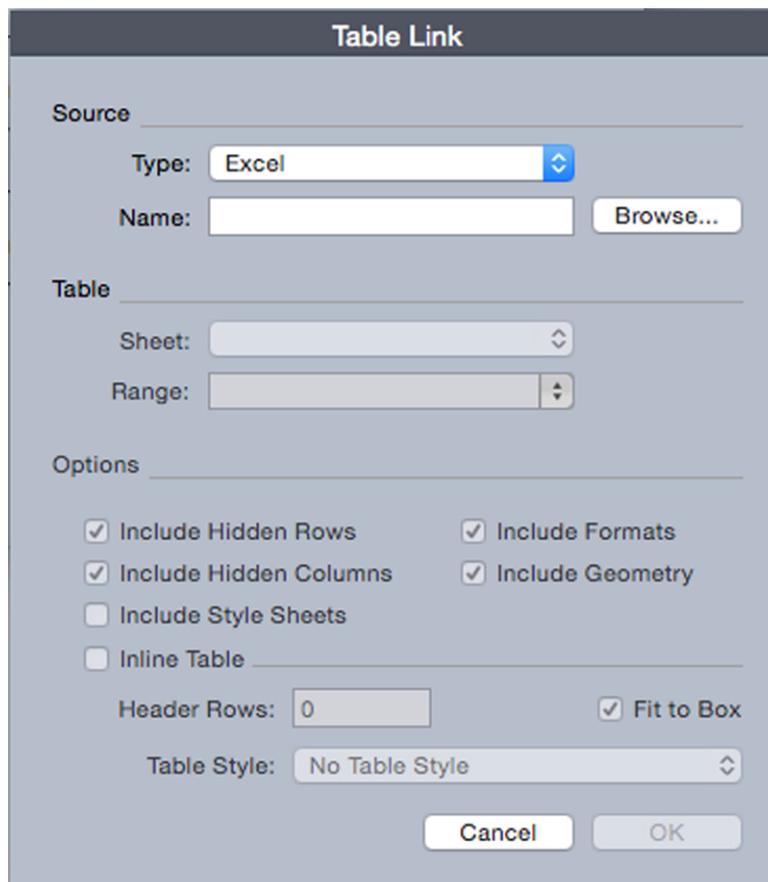
# Inline tables

Excel tables can be imported and inserted inline with text. **Table styles can be applied to Inline Tables.**

## Inserting an inline table

To import an Excel table and insert it inline with text:

- 1 Place the cursor in the text where you want the table to be.
- 2 Choose **Edit > Insert Inline Table** . The **Table Link** dialog box displays.



The **Table Link** dialog box

- 3 Click **Browse** to locate and select an Excel file to import.

## INLINE TABLES

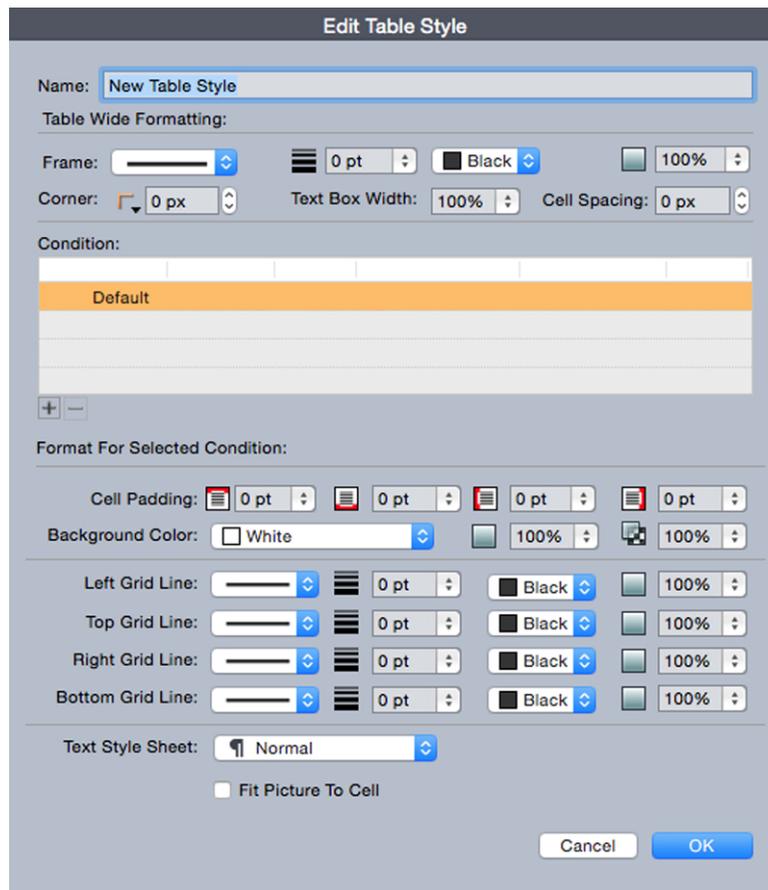
- 4 If the file includes multiple worksheets, choose the one you want to import from the **Sheet** drop-down menu. If you want to import only a portion of the data, you can specify a cell range in the **Range** field or choose a named range from the drop-down menu.
- 5 In the **Options** area, check the attributes you want to import.
- 6 Indicate how many header rows you would like to include in the Header Rows field.
- 7 Optionally you can choose a table style to apply to the imported table from the **Table Style** drop-down menu. For more information, see "[Table styles](#)."
- 8 Click **OK**.

### Table styles

To edit table styles, choose **Window > Table Styles** to display the **Table Styles** palette. The buttons at the top of this palette let you add, edit and duplicate table styles. Choose an existing table style and click the  button, or click the  button to add a new table style.

The **Edit Table Style** dialog displays.

- In the **Name** field, enter a name for the table style, or the application will use a default "New Table Style" name.
- Specify the table attributes you want the new table style to have.



When you're done, click **OK**.

- ➔ After you have added a table style, it is listed in the **Table Styles** palette (**Window > Table Styles**). The new style will be available when you attempt to insert an inline table.

# Document construction

The Lists feature lets you create tables of contents and other lists.

## Working with lists

The Lists feature lets you collect the text of paragraphs that have specific character or paragraph style sheets applied to them. Although the Lists feature is most often used for creating a table of contents, you can also use it to create a list of figures or pictures used in a publication.

### Preparing for lists

Before you create a list, you must create and apply style sheets in your document. Begin by creating style sheets to be used in a table of contents, such as "Chapter Name," "Section Name," and "Body Text." Then create another paragraph style sheet for the formatted table of contents.

### Including style sheets in a list

The first step in creating a list is to decide what style sheets you want to include in the list. To create a table of contents, you might include chapter and section style sheets in your list, since a table of contents generally lists chapter titles and their respective page numbers. You can include paragraph and character style sheets in lists.

### Specifying levels in a list

You will also need to decide how the different levels in the paragraph style sheets will be defined before generating a list. You might want chapter headings to be at the first level and subjects within a chapter to be at the second level. For example, if you are writing a manual about an application, and a chapter in the manual is titled "File Menu," you might want the chapter heading "File Menu" to be the first level on your list. The "New," "Open," "Close," and "Save" items (subheadings in the "File Menu" chapter) could be at the second level. Making decisions such as these beforehand will simplify the process of generating a list.

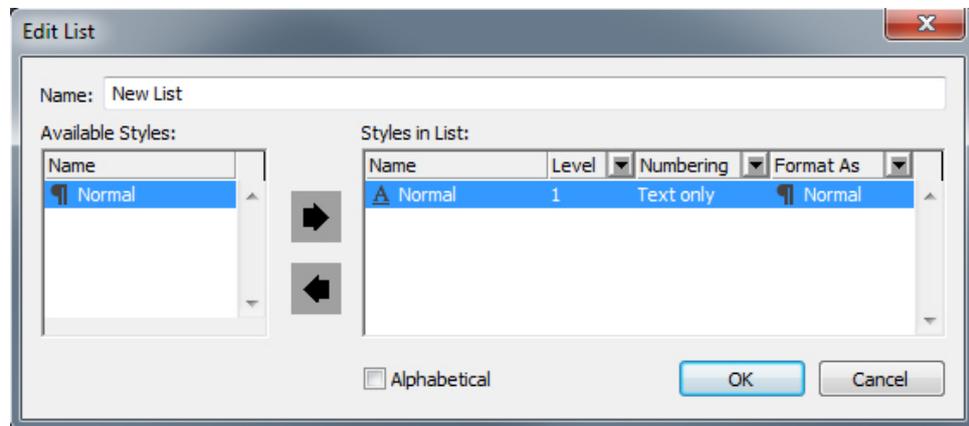
### Creating a list

Once you have created and applied the style sheets in your document and have decided which ones will be included in your list, you are ready to start creating your list. Choose **Edit > Lists** and click **New** to display the **Edit List** dialog box and enter a name in the **Name** field.

The **Available Styles** list displays all of the style sheets in the active article. Select each style sheet you want to use in the list and click **Add** to add it to the **Styles in List** list. For example, if you want to include all headings that use the "Heading 1" and "Heading 2" style sheets in a TOC, add these two style sheets to the **Styles in List** list.

Once you've indicated which style sheets should determine what goes into the TOC, you can specify how the TOC should be formatted. For each style in the **Styles in List** list, choose a **Level**, a **Numbering** option, and a **Format As** style sheet:

- **Level** determines how the contents of the list are indented on the **Lists** palette (higher levels are indented further).
- **Numbering** lets you control if and where the list includes the page number for each occurrence of a style sheet.
- **Format As** lets you specify the style sheet to be applied to each level of the automatically generated TOC.



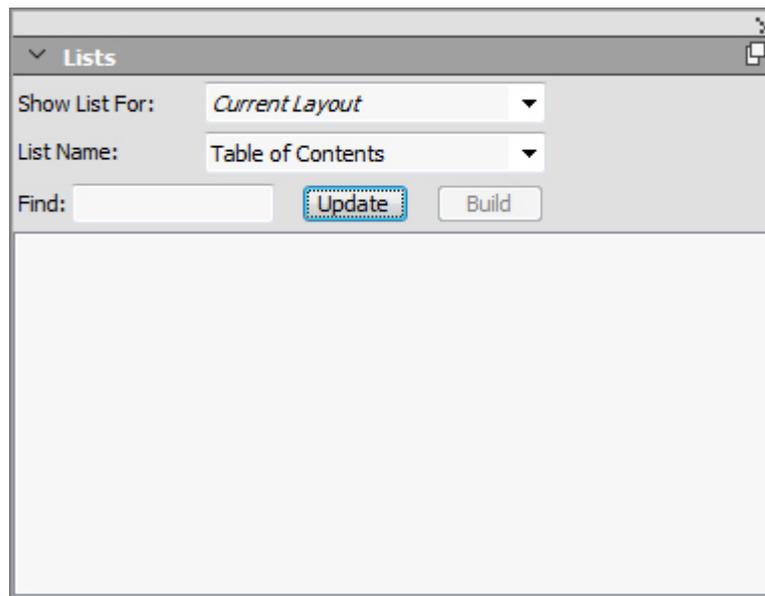
You can use the **Edit List** dialog box to create lists for things like automatic tables of contents.

### Importing lists from another document

QuarkCopyDesk lets you append lists from another document or from the **Lists** dialog box (**Edit > Lists**), or by using the **Append** command (**File > Append**).

### Navigating with lists

To view a list, display the **Lists** palette (**Window** menu), select the list in the **List Name** drop-down menu, and then click **Update**. The selected list displays in the **Lists** palette.



You can use the **Lists** palette to navigate in a layout.

- ➔ If your article contains multiple layouts, you can choose a different layout from the **Show List For** drop-down list.

To locate a particular line in the active list, enter a word from that line in the palette's **Find** field. The list in the palette scrolls to the first appearance of that word in the list.

To jump to a particular paragraph, double-click it in the **Lists** palette. The window scrolls to that paragraph's location in the layout.

### Building lists

To create a TOC (or other type of list) in the layout, place the text insertion point where you want the list to go, then click **Build** in the **Lists** palette. The list is built automatically. The style sheets you selected for the list in the **Format As** drop-down menu (**New List** dialog box) are applied automatically.

- ➔ If the text in the document is on the pasteboard, then a dagger character (*Mac OS X*) or the characters "PB " (*Windows*) displays next to the text in the built list instead of a page number.

### Updating lists

The **Lists** palette is not automatically updated as you work. When you make changes to text, you must update the list to be sure it is current. Clicking the **Update** button in the **Lists** palette scans the document for list items, and rebuilds a list in the **Lists** palette.

To update a list that you have already flowed into the active text component, click **Update** to make sure the list is up-to-date, and then click **Build**. The application detects that there is already a copy of the list in the text component and displays an alert asking if you want to **Insert** a new copy of the list or **Replace** the existing version. To update the existing list, click **Replace**.

# Output

Whether you want to print proof copies for review on a laser printer, or you need final film or plate output on a high-resolution imagesetter or platesetter, QuarkCopyDesk will help you get satisfying results every time. QuarkXPress 9 and later versions, no longer support host-based separations, but you can continue to output using *In-RIP* separations or *Composite* output.

## Printing an article

To print the active article, first choose **File > Print** (Command+P/Ctrl+P). The **Print** dialog box displays. Use the controls in this dialog box to specify the way you want your output to look, and then click **Print**.

## Updating picture paths

QuarkCopyDesk uses two types of information for imported pictures: low-resolution and high-resolution. Low-resolution information is used to display picture previews. When you print, high-resolution information contained in the original picture files is accessed using paths to the pictures.

A path to a picture is established when you import a picture. The application keeps information about each picture's path as well as when the picture was last modified.

If a picture is moved or changed after it is imported, the application warns you when you execute the **Output** command (Print, PDF, EPS or Digital Outputs) or the **Collect for Output** command (File menu).

- ➔ The application can always "find" pictures that are in the same folder as the document, whether or not the picture was in that folder at the time it was imported.

## Setting Print dialog box controls

To print an article:

- 1 Choose **File > Print** (Command+P/Ctrl+P). The **Print** dialog box displays.
- 2 To select a printer driver, choose an option from the **Printer** drop-down menu.
  - *Windows only:* Clicking the **Properties** button opens a dialog box with controls specific to the selected printer driver. For more information about the options in this dialog box or how to install printers, consult the documentation provided with Microsoft Windows software.

- 3 Specify output options in one of the following ways:
    - To use an existing print output style, choose an option from the **Print Style** drop-down menu.
    - To manually configure print options, use the controls in the bottom half of the dialog box. This part of the **Print** dialog box is divided into panes. To display a pane, click its name in the list on the bottom left. For information, see "[Print dialog box](#)."
    - To capture the selected print options as a new output style, choose **New Print Output Style** from the **Print Style** drop-down menu.
  - 4 To specify the number of copies you want to print, enter a value in the **Copies** field.
  - 5 To specify which pages you want to print, enter a value in the **Pages** field. You can enter ranges of pages, non-sequential pages, or a combination of ranges and non-sequential pages for printing. Use commas and hyphens to define a sequential or non-sequential range of pages. For example, if you have a 20-page layout and you want to print pages 3 through 9, pages 12 through 15, and page 19, then enter 3–9, 12–15, 19 in the Pages field.
  - 6 To specify whether only odd, only even, or all pages should be printed, choose an option from the **Page Sequence** drop-down menu. **All** (the default setting) prints all of the related pages. When you choose **Odd**, only odd-numbered pages print. When you choose **Even**, only even-numbered pages print.
  - 7 To make your document print smaller or larger, enter a percentage in the **Scale** field. The default is 100%.
  - 8 If you are printing two or more copies of the layout, and you want each copy to emerge from the printer in sequential order, check **Collate**. If **Collate** is unchecked, the application prints multiple copies of each page at a time.
  - 9 To print spreads (horizontally adjoining pages) side by side on the film or paper, check **Spreads**.
  - 10 To print a multipage layout in reverse order, check **Back to Front**. The last page in the layout will print first.
  - 11 Check **Fit in Print Area** to reduce or enlarge the size of a page in your document to fit the imageable area of the selected media.
  - 12 *Mac OS X only:* Click the **Printer** button to open the **Printer Driver** dialog box. Consult the documentation supplied with your computer for more information.
  - 13 Click **Print** to print the layout.
  - 14 Click **Cancel** to close the **Print** dialog box without saving settings or printing the layout.
- ➔ *(Windows only)* The area at the upper right of the **Print** dialog box is the page preview area. You can use this image to preview how the pages will appear on the output device.
- ➔ *(Mac OS X only)* The **Print** dialog has been enhanced to show the actual preview

## Print dialog box

The panes in the **Print** dialog box are described in the topics below.

### Device pane

Use the **Device** pane to control device-specific settings, including PPD selection and page positioning:

- When you specify a PPD, the **Paper Size**, **Width**, and **Height** fields are automatically filled with default information supplied by the PPD. If you choose a PPD for an imagesetter, the **Page Gap** and **Paper Offset** fields also will be available. On Windows you can customize the list of PPDs available in the **PPD** drop-down menu using the **PPD Manager** dialog box (**Utilities** menu). On *Mac OS X* you will have to install the PPDs in the **MAC HD > Library > Printers > PPDs** folder, and relaunch QuarkXPress. All of the PPDs will now be listed in the PPDs list in the **Print** dialog. If you do not have the right PPD, choose a similar built-in, generic PPD.
- To specify the media size used by your printer, choose a size from the **Paper Size** drop-down menu.
- To specify the width and height of custom media supported by your printer, choose **Custom** from the **Paper Size** drop-down menu and enter values in the **Width** and **Height** fields. When sending output to a continuous-feed or nondrum imagesetter, use the **Automatic** setting in the **Height** field.
- To position your document on the selected output media, choose an option from the **Position** drop-down menu.
- *For imagesetters only:* Enter a value in the **Paper Offset** field to specify the distance that the left edge of the page will be offset (or inset) from the left edge of the roll media.
- *For imagesetters only:* Enter a value in the **Page Gap** field to specify the amount of space between pages of the layout as the pages print on the roll.
- To print negative page images, check **Negative Print**.
- To receive printed PostScript error reporting during output, check **PostScript Error Handler**.

### Pages pane

Use the **Pages** pane to specify page orientation, tiling, page flipping, and related options:

- To specify whether to print in portrait or landscape mode, click an **Orientation** radio button (**Portrait** or **Landscape**).
- To include blank pages in the output, check **Include Blank Pages**.
- To flip the output vertically or horizontally, choose an option from the **Page Flip** drop-down menu.

To print a large layout in sections (tiles), choose an option from the **Page Tiling** drop-down menu. The application prints tickmarks and location information on each tile to aid you in reassembling them.

- To control the way in which a page is tiled by positioning the ruler origin, choose **Manual**.
- To have the application determine the number of tiles needed to print each document page based on the layout size, the media size, whether or not **Absolute Overlap** is checked, and the value in the **Overlap** field, choose **Automatic**. The value entered in the **Overlap** field is the amount the application will use to extend the page as needed to create the tile. When **Absolute Overlap** is checked, the application will use only the value in the **Overlap** field when extending the page to create the tile. If **Absolute Overlap** is unchecked, the application will use at least the amount in the **Overlap** field when creating the tile, but may use a larger amount if necessary. Do not check **Absolute Overlap** if you want your layout centered on the final assembled tiles.

### **Color pane**

The **Color** pane lets you choose whether to create a color PDF or a grayscale PDF.

### **Pictures pane**

Use the **Pictures** pane to control the way pictures are printed:

- To specify how pictures are printed, choose an option from the **Output** drop-down menu. **Normal** provides high-resolution output of pictures using the data from the pictures' source files. **Low Resolution** prints pictures at screen preview resolution. **Rough** suppresses printout of pictures and blends and prints a box with the frame and an "x" in it, much like an empty picture box on screen.
- To select a format for print data, choose an option from the **Data** drop-down menu. Although documents print more quickly in Binary format, the **ASCII** option is more portable because it is a standard format readable by a wider range of printers and print spoolers. The **Clean 8-bit** option combines ASCII and binary in a versatile and portable file format.

### **Registration Marks pane**

Use the **Registration Marks** pane to include crop marks, registration marks, and bleed marks in the output. *Crop marks* are short vertical and horizontal lines printed outside the page's final trim size, indicating where to cut the page. *Registration marks* are symbols that are used to align overlaying plates. *Bleed marks* indicate where page bleeds end.

- To include crop marks and registration marks on every page, choose **Centered** or **Off Center** from the **Mode** drop-down menu.

### **Article pane**

The **Article** pane lets you choose whether to output an article in WYSIWYG mode, Galley mode, or Full Screen mode. You can choose to output all components, only the active components, or only those components that are expanded in the article window. You can also choose whether or not to include pictures and page pictures (if you are using WYSIWYG view).

**Notes pane**

Use the **Notes** pane to output notes along with an article. You can output all notes or only open notes. You can also output footnotes, either inline or on a separate page.

**Redline pane**

Use the **Redline** pane to control whether or not your tracked changes are highlighted:

- To have your changes highlighted in the printed article, check **Highlight Changes**.

**Summary pane**

The **Summary** pane displays a summary of the settings in the other panes.

**Exporting an article in PDF format**

To export the active article in PDF format:

- 1 Choose **File > PDF**. The **Export as PDF** dialog box displays.
- 2 Enter a page range in the **Pages** field.
- 3 To use an existing output style, choose an option from the **PDF Style** drop-down menu.
- 4 To modify output settings, click **Options**. Use the panes in the resulting dialog box to control the format of the exported file.
  - To use a PDF output style, choose an option from the **PDF Style** drop-down menu. To create a PDF output style using the current settings, choose **New PDF Output Style**.
  - Use the **Pages** pane to specify whether to export spreads, whether to export each page as a separate PDF file, whether to include blank pages, and whether to embed a thumbnail of the PDF file.
  - Use the **Meta Data** pane to provide the details that display in the **Description** tab of the **Document Properties** dialog box in Adobe Acrobat Reader.
  - Use the **Hyperlink** pane to specify how links and lists from the layout export and how hyperlinks should appear in the PDF. You can also use this pane to specify the default zoom of the PDF file.
  - Use the **Compression** pane to choose from three compression options. **Optimum** creates a PDF file that is suitable for printing to a personal printer. Files created with this setting may be relatively large, and may take a while to generate. **High** creates a PDF file that is reasonably small in size and reasonably high in quality. Images are compressed, but should be suitable for on-screen viewing. Files created with this setting should be small enough to send by e-mail. **Low** creates a PDF file that is quite small in size. Images in PDFs created with this setting should have acceptable quality, but text in raster images may not be readable. This setting lets you generate PDFs more quickly than the other settings.

## OUTPUT

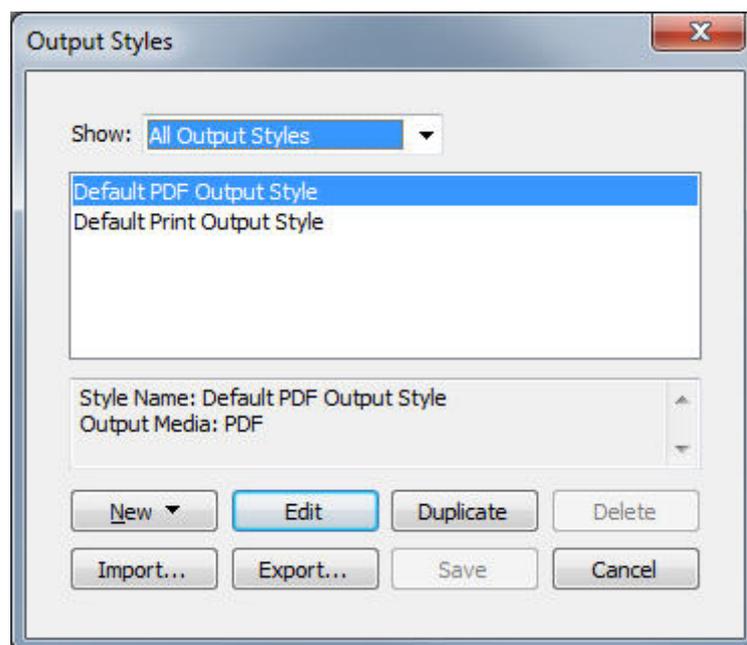
- Use the **Color** pane to specify whether to create composite output or separations, to choose an output setup for the PDF file, and to select which plates should be included in the output.
  - Use the **Registration Marks** pane to specify the positioning, width, and length of registration marks in the PDF file.
  - Use the **Article** pane to choose whether to output an article in WYSIWYG mode, Galley mode, or Full Screen mode. You can choose to output all components, only the current components, or only those components that are expanded in the article window. You can also choose whether or not to include pictures and page pictures (if you are using WYSIWYG view).
  - Use the **Notes** pane to output notes along with an article.
  - Use the **Redline** pane to choose to highlight changes in an article.
  - Use the **Summary** pane to view a summary of the settings in the other panes.
- 5 Click **OK**. (To capture the current settings without creating a PDF file, click **Capture Settings**.)
  - 6 Click **Save**.

### Working with output styles

Output styles enable you to store a particular configuration of settings under a name, and then recall those settings by simply choosing the name from the **Output Styles** drop-down menu in the **Print** dialog box.

There are three ways to create an output style:

- Choose **Edit > Output Styles**, click **New**, choose **Print** or **PDF**, and then configure the controls in the **Edit Print Style** or **Edit PDF Style** dialog box.



Use the **Output Styles** dialog box to create, import, export, edit, and remove output styles.

- For print output styles only: Choose **File > Print**, configure the controls in the **Print** dialog box, and then choose **New Print Output Style** from the **Print Style** drop-down menu.
- For PDF output styles only: Choose **File > PDF**, configure the controls in the **Export as PDF** dialog box, click **Options** and then choose **New PDF Output Style** from the **PDF Style** drop-down menu.

To use an output style when printing, select it from the **Print Styles** drop-down menu in the **Print** dialog box before you click **Print**. To use an output style when saving a PDF, select it from the **PDF Styles** drop-down menu in the **Export as PDF** dialog box before you click **Save**.

- ➔ The **Default** output style is applied to every new article unless you select another option from the **Print Style** or **PDF Style** drop-down menu. The **Default** output style associates the current output settings with the article rather than a particular output style. You can customize the initial **Default** output style settings to suit your printing needs using the **Edit Print Style** dialog box (**Edit** menu).

# Views

QuarkCopyDesk provides three different views for editing articles: WYSIWYG, Full Screen, and Galley. WYSIWYG view reveals the page geometry, as well as other page elements that may surround the QuarkCopyDesk article in the QuarkXPress layout that contains it. Full Screen and Galley views are designed for efficient editing. Using the **Application Preferences** dialog box (**Edit** menu), you can specify the font, font size, and leading in Full Screen and Galley views, as well as the display of color and type styles.

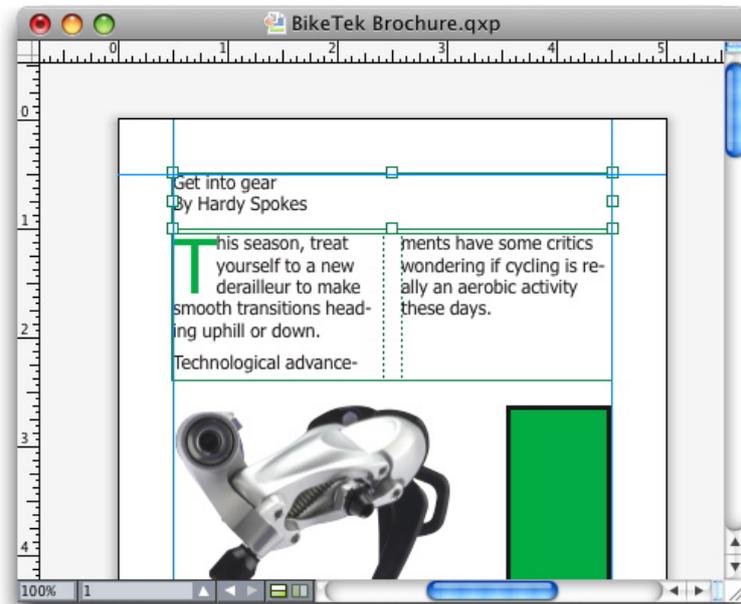
## Switching between views

There are three ways to switch among views:

- Choose an option from the **View** menu. To switch to **WYSIWYG** view, choose an option from the **View > WYSIWYG** submenu. To switch to Galley view, choose **View > Galley**. To switch to **Full Screen** view, choose **View > Full Screen**.
- Choose an option from the **View** menu at the bottom of the article window.
- Click one of the three buttons on the **Measurements** palette: **WYSIWYG** , **Galley** , or **Full Screen** .

## Working in WYSIWYG view

WYSIWYG (What You See Is What You Get) displays QuarkCopyDesk article components as they were defined in the QuarkXPress layout to which they are attached or according to the article setup determined in the **New Article** dialog box.



WYSIWYG view provides a realistic view of what a layout will look like at output.

While working in WYSIWYG view, you can press Shift+Control/Ctrl+Space and click the article window to increase the viewing percentage in 25% increments or press Control+Option/Ctrl+Alt+Space and click the article window to reduce the viewing percentage in 25% increments. You can also press Command/Ctrl and draw an area with the **Zoom** tool to zoom in on specific text.

When you work in WYSIWYG view, you can edit both text and pictures. To edit a picture, select it and use the controls in the **Measurements** palette. You can also access the contents of anchored boxes in WYSIWYG view.

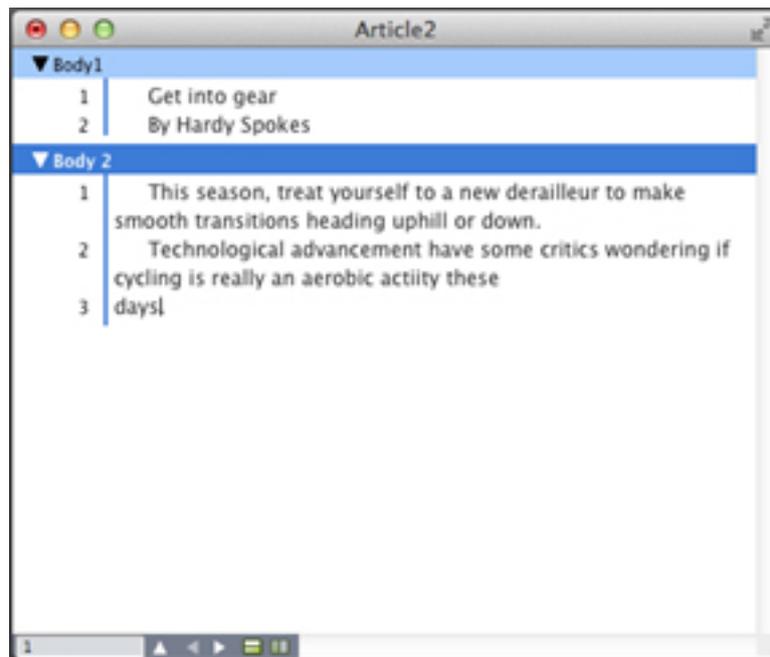
### Working in Galley view

In Galley view, text is displayed in the font and font size you specify in the **Galley View** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu). Each line wraps according to the line breaks in WYSIWYG view if possible, and each line is numbered. If you check **Show Styles** in the **Galley View** pane of the **Preferences** dialog box, bold, italic, all caps, and small caps type styles are displayed. If you check **Show Color**, colors applied to text are displayed.

- ➔ If a line is so long in WYSIWYG view that it would extend past the edge of the window in Galley view, the line breaks in Galley view. You can tell when this happens because the portion of the line after the break is not numbered.

If an article contains multiple components, each component is displayed in the article window as a horizontal bar. To display or hide a component, click the triangle next to the component name in the component's horizontal bar. To change the reading order of components in Galley view, click the component title bar and drag it to a new location.

## VIEWS



Galley view lets you view text with its actual font, size, and line breaks.

Galley view offers the following indicators:

- Page breaks are indicated by a dashed line.
- Column breaks are indicated by a dotted line.
- Overset is indicated by a colored dotted line.
- Anchored tables are indicated by the following icon: .

### Working in Full Screen view

In Full Screen view, text runs from edge to edge in the article window using the font and font size you specify in the **Full Screen View** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu). If you check **Show styles** in the **Full Screen View** pane of the **Preferences** dialog box, bold and italic type styles are displayed in Full Screen view.

If an article contains multiple components, each component is displayed in the article window as a horizontal bar. To display or hide a component, click the triangle next to the component name in the component's horizontal bar. To change the order of components in Full Screen view, click the component title bar and drag it to a new location. Regardless of how you rearrange the reading order, components always display the same way in WYSIWYG view.



Full Screen view lets you concentrate on text without worrying about what it will look like at output.

# Redline

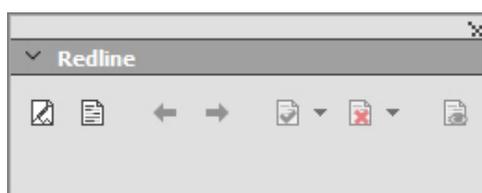
In a document review environment, reviewers such as managing editors and copy editors make changes to components. The Redline feature provides a way to track these changes so writers, editors, project managers, and other users can see what is happening to a component and confirm that changes are appropriate. Using the Redline feature, you can view the insertions and deletions made in a component and decide whether to accept or reject the changes.

- ➔ When used with Quark Publishing Platform®, the Redline feature uses settings defined in Quark Publishing Platform. For more information, see *A Guide to Quark Publishing Platform*.

## Tracking changes

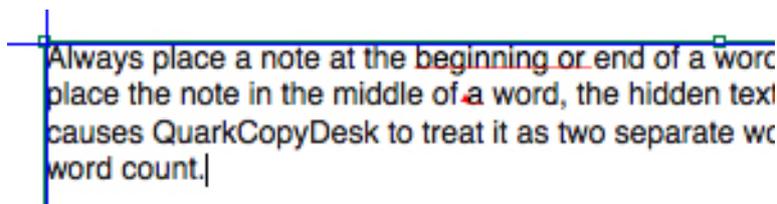
To turn on tracking, do one of the following things:

- Make sure **Utilities > Redline > Tracking** is checked.
- Display the **Redline** toolbar (**Utilities > Redline > Show ToolBar**) and then click the **Tracking** button .



You can use the **Redline** toolbar to turn change tracking on and off.

When tracking is turned on, QuarkCopyDesk tracks all changes made to the text of the active component. Deleted text is not displayed in WYSIWYG view, but the deletions are still tracked. Deletions are visible in Galley and Full Screen Views.



You can use the Redline feature to track changes you make

➔ Formatting changes are not tracked.

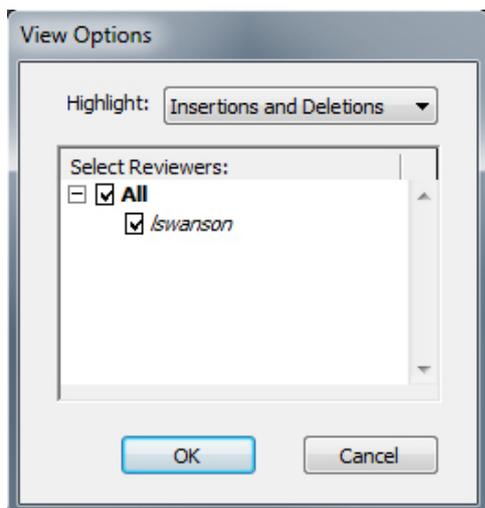
### Viewing tracked changes

To display all tracked changes, do one of the following:

- Make sure **Utilities > Redline > Highlighting** is checked.
- Display the **Redline** toolbar (**Utilities > Redline > Show ToolBar**) and then click the **Highlighting** button .

You can navigate through the changes made to the component using the navigation buttons (**Previous**  and **Next** ) on the **Redline** toolbar.

To control what kind of changes are displayed, click **View Highlighting Options**  in the **Redline** toolbar. The **View Highlighting Options** dialog box displays. In the **Highlight** drop-down menu, you can choose to view **Insertions Only**, **Deletions Only**, or **Insertions and Deletions**. You can use the **Select Reviewers** list to view only changes made by a particular reviewer, or check **All** to view changes made by all reviewers.



You can use the **View Options** dialog box to control which reviewers' edits you view, and whether you view insertions, deletions, or both.

➔ Only insertions and deletions that were made to the component while **Tracking** was enabled are highlighted.

- ➔ To change the appearance of change-tracking formatting, use the controls in the **Redline** pane of the **Application Preferences** dialog box (**Edit > Preferences** (*Windows*) or (*QuarkCopyDesk > Preferences (Mac OS X)*)).

### Accepting and rejecting changes

Accepting an insertion removes the highlighting and adds the text to the component's content. Accepting a deletion removes the content from the component. To accept a change, select the target text and then choose an option from the **Accept**  drop-down menu (**Redline** toolbar):

- **Accept Change:** Accepts the selected change.
- **Accept All Displayed Changes:** Accepts all changes highlighted in the component.
- **Accept All Changes:** Accepts all changes made by all reviewers.

Rejecting an insertion removes the text from the component, while rejecting a deletion removes the highlighting and keeps the text in the component as normal text. To reject a change, select the target text and then choose an option from the **Reject**  drop-down menu (**Redline** toolbar):

- **Reject Change:** Rejects the selected change.
- **Reject All Displayed Changes:** Rejects all the changes highlighted in the component.
- **Reject All Changes:** Rejects all changes made by all reviewers.

# Notes

The Notes feature lets you store comments in an article without affecting the actual content of the article. You can use notes to add reminders, comments on the content, or URLs to an article. In WYSIWYG view, an open note looks like adhesive or "sticky" notes you might stick to hard copy. In Full Screen and Galley views, open notes can be displayed within the flow of text or as they display in WYSIWYG view.

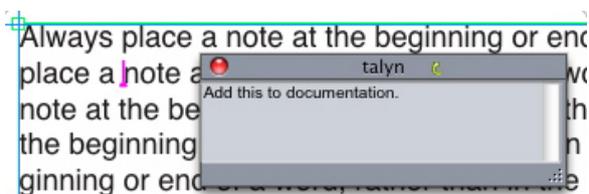
- ➔ When used with Quark Publishing Platform, the Notes feature uses settings defined in Quark Publishing Platform. For more information, see *A Guide to Quark Publishing Platform*.

## Creating notes

To work with notes, first choose **View > Show Notes** to make sure notes are visible. (If this menu item displays as **Hide Notes**, notes are already visible.) When this option is unchecked, note icons are no longer visible in text and menu items for working with notes are disabled.

To create a note, place the text insertion point where you want to enter the note and choose **Item > Note > Insert**. A note window displays and in WYSIWYG view, a Note icon ¶ also displays to the right of the text insertion point. Enter the note text in the note window.

- ➔ On *Mac OS X*, a link is also shown between the note icon and the note window and the newly created note is not shown on the Article area, instead it is shown in the pasteboard area and doesn't hide the Article text.



You can use notes to store comments in articles.

- ➔ The Note icon is actually a special kind of text character. It does not affect the flow of text, but in other ways it works like a regular text character. For example, if you select

a range of text that contains a **Note** icon, then start entering characters, the text (including the **Note** icon) is replaced by the characters you enter, and the note is lost.

- ➔ To change the formatting of notes, use the **Notes** preferences. For more information, see "[Preferences — Application — Notes](#)."

### Working with notes

You can use the commands in the **Item > Notes** submenu to navigate through notes, to create and delete individual notes, and to open and close all notes in an article.

#### Opening and closing notes

To open and close notes as you review comments:

- To open an existing note, click the **Note** icon  and then choose **Item > Notes > Open Note**.
- To open all notes in the article, choose **Item > Notes > Open All Notes**.
- To close a note, click the close box in the upper-left (Mac OS X) or upper-right (Windows) corner of the note window, or choose **Item > Notes > Close Note**.
- To close all open notes in the article, choose **Item > Notes > Close All Notes**.
- To move the text insertion point to the next note in the text, choose **Item > Notes > Go to Next**. To move the text insertion point to the previous note in text, choose **Item > Notes > Go to Previous**.

#### Showing and hiding notes

To show notes when they are hidden, choose **View > Show Notes**. To hide notes when they are visible, choose **View > Hide Notes**.

#### Deleting notes

To delete a note, do one of the following things:

- Click the **Note** icon  and then choose **Item > Notes > Delete**.
- Click an open note window and then choose **Item > Notes > Delete**.
- Place the text insertion bar to the right of the note icon and press Delete/Backspace.
- Select a range of text that contains a note icon and press Delete or Backspace.

#### Converting between notes and text

To convert the selected text to a note, press F10.

To convert a note (or part of a note) to text, select the target characters in the note, then press F10.

### Viewing notes by author, date, name, or color

To view notes by a certain author or by the date they were created, choose **View > Show Notes** to enable notes, choose **Item > Notes > Open Notes By** to display the **Open Notes** dialog box, click **All Notes**, and then use the controls in the **All Notes** area.

To view notes by name or color, choose **Item > Note > Open All Notes in New Article**, then choose an option from the **By Name** submenu or the **By Color** submenu. The notes display as text in a new article.

### Moving and resizing notes

To move a note window, drag its title bar. You can move note windows anywhere within an article. In *Windows*, if a note has been moved, you can return it to its original location by clicking the note's  button.

To resize a note, click and drag the resize box in the lower-right corner of the note window.

### Printing notes

When you print an article, you can choose whether you want notes to be included and how they should be formatted. In the **Print** dialog box (**File** menu), click **Notes** in the list on the left to display the **Notes** pane, then check **Print Notes** to include notes in the output. You can choose whether to include all notes or only notes that are open, and you can choose to format the notes as footnotes, leave them inline, or collect them on a separate page.

### Notes in PDFs

When you create a PDF from an article that contains notes, you can choose whether you want the notes to appear in the PDF. If you export in WYSIWYG view, the notes are included as PDF notes; if you export in Galley view or Full Screen view, the notes display inline, as they do on the screen in these views.

To include notes in a PDF file, click **Options** in the **Export as PDF** dialog box (**File > PDF**), click **Notes** in the list on the left, and then check **Include Notes in PDF**.

# Working with multiple languages

QuarkCopyDesk is available in several language configurations. If your language configuration supports it, you can:

- Open and edit articles that use any supported *character language*. Character language is an attribute that you can apply to text to indicate which hyphenation and spell checking rules should be used with that text. You can apply character language at the character level — so even if a sentence uses words in two different languages, every word can be hyphenated and spell checked correctly. For more information, see "[Applying a character language](#)."
- (*Windows only*) Change the user interface and keyboard commands to any supported *program language*. Program language refers to the language used in application menus and dialog boxes. Program language affects only the user interface; it does not affect spell checking and hyphenation. For more information, see "[Changing the program language](#)."
- (*Mac OS X only*) The program language is determined by your OS language at the time of install. You can change the UI language by changing the display language of OS X in System Preferences and restarting QuarkXPress.

➔ Any language edition of QuarkCopyDesk can open, display, and output a project that uses East Asian features. However, you can only edit text that uses East Asian features if your East Asian Preference is enabled (**QuarkCopyDesk/Edit > East Asian**).

## Applying a character language

The character language attribute determines which dictionary is used for spell checking and which rules and exceptions are used for hyphenation. When you check the spelling of text that uses different languages, each word is checked using the assigned language dictionary. When automatic hyphenation is enabled for a project that uses different character languages, each word is hyphenated using the appropriate hyphenation rules and hyphenation exceptions for that language.

To apply a character language to text:

- (*Windows only*) Use the **Language** drop-down menu in the **Character Attributes** dialog box (**Style > Character**)
- Use style sheets and the **Character/Character Attributes** pane of the **Measurements** palette.

## Changing the program language

To specify the program language:

- *(Windows only)* Choose an option from the **Edit > Program Language** submenu.
- *(Mac OS X only)* The program language is determined by your OS language at the time of install. You can change the UI language by changing the display language of OS X in System Preferences and restarting QuarkXPress.

Your menus, dialog boxes, and palettes change to the chosen language. Keyboard commands are based on the program language.

➡ The program language has no effect on hyphenation and spell checking.

# XTensions software

You can use XTensions modules to add features such as palettes, commands, tools, and menus that augment just about every activity you undertake.

## Working with XTensions modules

QuarkCopyDesk ships with a default set of XTensions modules, documented in this chapter. You can also install additional XTensions software developed by Quark or by third-party companies.

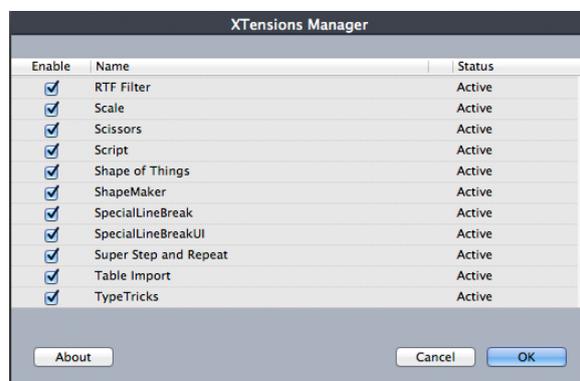
- ➔ Most XTensions come in two parts: One file for the functionality of the XTensions module, and another file for its user interface. The name of the user interface module typically ends in ".UI." XTensions modules that do not have any user interface do not have to have a UI file.

## Installing XTensions modules

To install XTensions modules, place them in the "XTensions" folder within your application folder. Newly installed XTensions modules load the next time you launch.

## Enabling and disabling XTensions modules

You might want to disable XTensions modules if you are short on memory or for troubleshooting purposes. To enable or disable an XTensions module, first choose **Utilities > XTensions Manager** to display the **XTensions Manager** dialog box.



You can use the **XTensions Manager** dialog box to enable and disable XTensions modules.

To enable a module, check the box next to its name in the **Enable** column. To disable a module, uncheck its box. The change takes effect the next time you launch the application.

### Working with XTensions sets (*Windows only*)

If you find that you frequently enable and disable particular groups of XTensions modules, you can create an XTensions set that makes it easy to switch between these groups.

To create an XTensions group, first display the **XTensions Manager** dialog box (**Utilities** menu) and enable the XTensions modules you want in the group. Then click **Save As** and enter a name for the group. When you want to switch to this group, simply display the **XTensions Manager** dialog box and choose the group's name from the **Set** drop-down menu.

You can also import and export XTensions sets with the **Import** and **Export** buttons, for situations where you want to share them with other users.

### XTensions module overview

QuarkCopyDesk ships with the following XTensions modules:

- **AltSpellChecker.xnt**: Provides updated spell-checking functionality for Dutch, French, German, Italian, Reformed German, and Swiss German. Use this module unless you need to check spelling using the dictionaries that came with QuarkXPress 5.0 and earlier.
- **Callout.xnt**: Enables QuarkCopyDesk to work with content in callouts in QuarkXPress projects.
- **CompositionZone.xnt**: Enables QuarkCopyDesk to maintain Composition Zones settings in project files and full-featured article files.
- **CompressedImage Import.xnt**: Lets you import TIFF pictures that use LZW compression.
- **Custom Bleeds.xnt**: Enables QuarkCopyDesk to maintain custom bleed settings in project files and full-featured article files.
- **Dejavu.xnt**: Adds a list of recently opened articles to the **File** menu, either at the bottom or as a hierarchical menu from the **File > Open** submenu. For more information, see "[DejaVu XTensions software \(Windows only\)](#)."
- **DropShadow.xnt**: Allows the display of automatic feathered drop shadows.
- **ErrorReporting.xnt**: Lets you send information about program errors to Quark when QuarkCopyDesk unexpectedly quits.
- **GlyphPalette.xnt**: Adds the **Glyphs** palette, which makes it easier to work with fonts and special characters. For more information, see "[Working with the Glyphs palette](#)."
- **HTML Text Import.xnt**: Lets you import and export content in HTML format.
- **Hyph\_CNS\_1.xnt**, **Hyph\_CNS\_2.xnt**, **Hyph\_CNS\_3.xnt**: Adds capabilities to the automatic hyphenation controls of QuarkCopyDesk.

- **Notes.xnt:** Lets you add notes to an article and view notes in articles.
- **PNG Filter.xnt:** Lets you import pictures stored in the PNG file format.
- **PSD Import XT.xnt:** Lets you import pictures stored in the PSD (Photoshop) file format.
- **QCD PDF Filter.xnt:** Lets you import and export PDF files.
- **RedLine.xnt:** Lets you track and process changes made to an article.
- **RTF Filter.xnt:** Lets you import and export text files in the RTF file format.
- **Script.xnt** (Mac OS only): Lets you automate QuarkCopyDesk operations with AppleScript.
- **TypeTricks.xnt:** Provides a variety of typographic utilities. For more information, see "[Type Tricks](#)."
- **Word 6-2000 Filter.xnt:** Lets you import and export text files in Microsoft Word format. For more information, see "[Word Filter](#)."
- **WordPerfect Filter.xnt:** Lets you import and export text files in WordPerfect format. For more information, see "[WordPerfect Filter](#)."
- **XPress Tags Filter.xnt:** Lets you import and export text files in "XPress Tags" format.

### Type Tricks

Type Tricks is XTensions software that adds the following typographic utilities: Make Fraction, Make Price, Word Space Tracking, Line Check, and Custom Underline.

#### Make Fraction

The **Make Fraction** command (**Style > Type Style**) enables you to format fractions automatically. This command becomes active when a fraction is selected or the cursor is placed adjacent to (and on the same line as) the characters that make up the fraction. Examples of fractions that could be formatted are: 11/42, 131/416, and 11/4x.

To convert characters into a fraction, select the characters and choose **Style > Type Style > Make Fraction**.

The characters in the fraction are converted using Baseline Shift and the formatting specified in the **Fraction/Price** tab of the **Preferences** dialog box (**QuarkCopyDesk/Edit > Preferences > Application > Fraction/Price**).

#### Make Price

The **Make Price** command (**Style > Type Style**) enables you to format prices automatically. This command is available when text that can be formatted as a price (such as \$1.49, £20.00, and a.bc) is selected or the cursor is adjacent to (and on the same line as) any of the characters. A price must contain a radix (decimal symbol), which is indicated by a period or comma. Characters before and after the radix can be only letters or numbers.

To convert characters to a price, select the characters you want to format and choose **Style > Type Style > Make Price**.

When you apply **Make Price**, QuarkCopyDesk automatically applies the superior type style to the characters that follow the radix.

The appearance of converted fractions and prices is determined by the values and selections entered in the **Fraction/Price** tab of the **Preferences** dialog box ( **Edit > Preferences > Application > Fraction/Price**).

### Word Space Tracking

The Word Space Tracking feature enables you to apply tracking to word spaces only. (Tracking values are normally applied between both characters and words.) This feature can only be accessed through keyboard commands.

#### Mac OS X

Tracking value	Command
Increase space by .05 em	Command+Control+Shift+]
Increase space by .005 em	Command+Control+Option+Shift+]
Decrease space by .05 em	Command+Control+Shift+[
Decrease space by .005 em	Command+Control+Option+Shift+[

#### Windows

Tracking value	Command
Increase space by .05 em	Control+Shift+@
Increase space by .005 em	Control+Alt+Shift+@
Decrease space by .05 em	Control+Shift+!
Decrease space by .005 em	Control+Alt+Shift+!

- ➔ Word Space Tracking is applied by applying manual kerning after each selected space. To remove Word Space Tracking, select the text and then choose **Utilities > Remove Manual Kerning** (on Windows) or **Style > Remove Manual Kerning** (on Mac OS X)

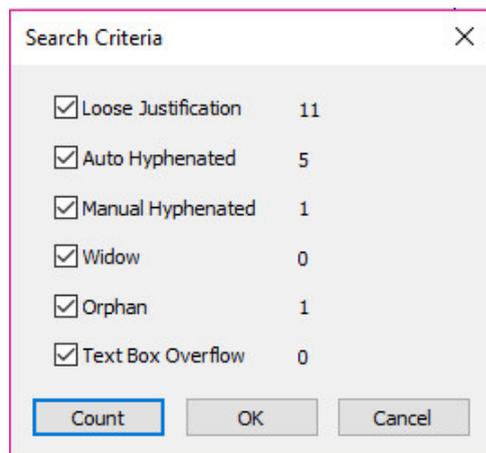
### Line Check

Use the **Line Check** feature to find widows, orphans, loosely justified lines, lines that end with a hyphen, and text box overflow. **Line Check (Utilities > Line Check)** moves through a document, highlighting questionable lines.

To specify what Line Check should look for, display the **Search Criteria** dialog box (**Utilities > Line Check > Search Criteria**) and check the categories of undesirable typography you want to search for:

- **Loose Justification** is a justified line containing word or character spaces that exceed the maximum word or character space values in the hyphenation and justification specifications applied to the paragraph.
- An **Auto Hyphenated** line ends with a hyphen placed by the automatic hyphenation function.
- A **Manual Hyphenated** line ends with a hyphen entered by a user.

- A **Widow** is the last line of a paragraph, less than a full measure wide, that falls at the top of the following column or page.
- An **Orphan** is the first line of a paragraph that falls at the bottom of a column or page.
- **Text Box Overflow** occurs when text cannot be displayed within its text box. This condition is represented by an overflow symbol in the lower right corner of a text box.



To search the entire document, place the cursor somewhere in the text and choose **Utilities > Line Check > First Line**. To search from the location of the cursor to the end of the document, place the cursor where you want to start the search and choose **Utilities > Line Check > Next Line** or press Command+;/Ctrl+;. To continue the search, press Command+;/Ctrl+;.

### Custom Underline

The Custom Underline feature lets you customize the color, shade, width, and offset of underlines. Custom underlines behave much like type style underlines, but can be customized with more control over the underline attributes.

Custom underline styles work much like style sheets. To create, edit, or delete an underline style, choose **Edit > Underline Styles**. To apply a custom underline style, choose its name from the **Style > Underline Styles** submenu on *Windows* and from the **Style > Type Style > Underline Styles** submenu on *Mac OS X*.

To apply a custom underline, select the text you want to underline and choose **Style > Underline Styles > Custom** on *Windows* and choose **Style > Type Style > Underline Styles > Custom** on *Mac OS X*. In the **Underline Attributes** dialog box, you can specify the color, shade, width, and offset of the underline.

To remove a custom underline, select the text and then choose **Style > Type Style > Remove Custom Underline** on *Windows* or **Style > Type Style > Underline Styles > Remove Custom Underline** on *Mac OS X*.

### DejaVu XTensions software (*Windows only*)

DejaVu XTensions software adds a list of recently opened projects to the **File** menu, either at the bottom or as a hierarchical menu from the **File > Open** submenu. This list enables you to access projects with increased speed and ease. You can also use DejaVu to designate default folders for retrieving text and pictures, and for opening and saving projects.

The File List feature adds a list of recently opened projects to the **File** menu, either at the bottom or as a hierarchical menu from the **File > Open** submenu. You can choose to display from three to nine recently edited and saved projects. To change File List settings, use the controls in the **File List** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu).

Use the Default Path feature to designate default folders for the following **File** menu commands: **Open**, **Import**, **Save**, and **Save as**.

- ➔ The Default Path feature does not work until you specify default paths. To do so, display the **Default Path** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu). Once you have specified a default path for a **File** menu command, the application uses that path whenever you execute that command.

### Multiple Article XTensions software

Multiple Article XTensions software lets you work with articles in QuarkXPress. You can use this module to tag a series of text and picture boxes as an article and rearrange the order of the components in that article. When you're done, you can either save the project and open it in QuarkCopyDesk, or export articles as QuarkCopyDesk article files.

- ➔ The tagging of articles in QuarkXPress is done with the **Reflow Tagging** palette
- ➔ Multiple Article XTensions software is for QuarkXPress only and cannot be loaded with QuarkCopyDesk.
- ➔ For more information about articles and components, see "[Articles and components](#)."

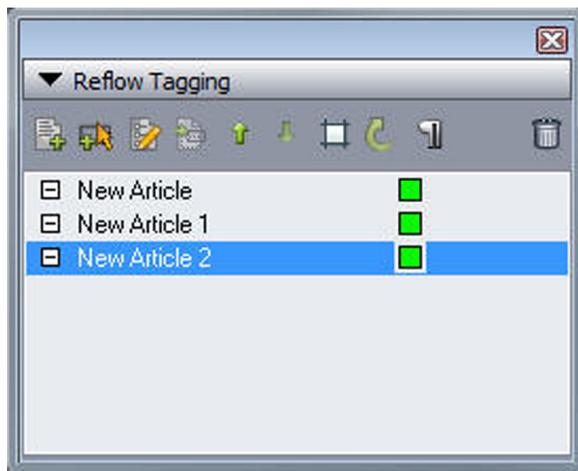
### Installing Multiple Article XTensions software

The QCDDMultipleArticle XTensions module adds the following commands to the QuarkXPress user interface:

- **Window > Reflow Tagging**: Displays the **Reflow Tagging** palette.
- **File > Export > Layout as Article**: Lets you export an article as a QuarkCopyDesk file.

### Using Multiple Article XTensions software

The primary interface for working with articles is the **Reflow Tagging** palette. To view or hide the **Reflow Tagging** palette, choose **Window > Reflow Tagging**.



The **Reflow Tagging** palette lets you work with articles.

The buttons at the top of this palette are as follows:

- **New Article** : Lets you create an article in the palette.
- **Add Item** : Adds any active items in the layout to the selected article as text or picture components.
- **Edit Properties** : Lets you edit the properties of the article or component selected in the palette. You can use this button to change the name of an article or component and to change the color of an article's article guides.
- **Show Item** : Scrolls the layout to the item selected in the palette.
- **Move Up**  and **Move Down** : Lets you change the order of components in an article to bring them into reading order.
- **Delete** : Lets you delete an article or remove a component from the article. (The corresponding item is not deleted from the layout).
- **Article Highlighting** : Lets you turn dynamic highlighting on and off. When dynamic highlighting is on, Article guides are displayed for all Articles and their components in the **Reflow Tagging** palette.
- **Update** : Updates the text previews and imported picture paths in the **Reflow Tagging** palette.

The palette includes different icons for different types of components:

-  Component based on picture box
-  Component based on text box
-  Component based on text chain

### **Creating an article**

To create an article, display the **Reflow Tagging** palette (**Window** menu) and then click the **New Article** button on the palette. A new Article is created in the **Reflow Tagging** palette with a default name and color. Select the article in the **Reflow Tagging**

palette and click the **Edit Properties** button. The **Edit Properties** dialog is displayed. Enter a name for the article, choose a color for the article guides, and then click **OK**.

To add a component to an article, select the article in the **Reflow Tagging** palette, select the layout item you want to add to that article, and then click the **Add Item** button on the palette. The component is added under the **Select Article** section of the **Reflow Tagging** palette.

➔ Only items in Print, ePub and App Studio layout spaces can be included in articles. All items in an article must be from the same layout space.

### **Manipulating articles and components**

You can use the arrow buttons on the **Reflow Tagging** palette to reorder components within an article to arrange them in reading order.

To delete a component from an article, select that component in the **Reflow Tagging** palette and click the palette's **Delete** button.

### **Exporting articles**

To export an article in the active layout as a QuarkCopyDesk file, choose **File > Export > Layout as Article**. The **Export as Article** dialog box displays.



Use the **Export as Article** dialog box to save the active layout as a QuarkCopyDesk file.

The controls in this dialog box let you specify how you want to save the article:

- **Article:** This drop-down menu lists all of the articles in the active layout. Choose the article you want to export.

- **Format:** Choose **Full Features QCD File** to create a QuarkCopyDesk file containing the entire layout, or **Light Weight QCD File** to create a smaller file containing only the content in the article itself. For more information about these file formats, see "[Articles and components](#)."
- **Include Page Picture:** If you choose **Light Weight QCD File** from the **Format** drop-down menu, this control becomes available. Check the box to create a picture of the layout, or leave it unchecked to include only the content of the article.

The following controls become available if you check **Include Page Picture**:

- **Format:** Choose **Embedded** to embed the page picture in the QCD file or **Separate File** to export the page picture as a separate file.
- **Spread Range:** Use this control to specify whether to include all spreads in the page picture or only the first spread.
- **Quality:** Use this control to specify whether the page picture should be in color or black and white. A black and white page picture results in a smaller file size.
- **with:** Use this control to specify the resolution of the page picture. Higher resolution results in more detail but a larger file size.

After you configure these controls, click **Export** to create the article file.

### QCDDImportFilter XTensions software

QCDDImportFilter is XTensions software for QuarkXPress that enables you to import text and pictures from components in QuarkCopyDesk articles into QuarkXPress layouts.

To install QCDDImportFilter XTensions software, copy the "QCDDImportFilter.xnt" and "CopyDeskArticleXT.xnt" files into the "XTensions" folder in the QuarkXPress application folder, and then quit and relaunch QuarkXPress. These files can be found in the "For QuarkXPress/XTensions" folder, which is in the QuarkCopyDesk application folder.

To import text or a picture from an article created by version 7.0 and later of QuarkCopyDesk, select a text box or picture box, choose **File > Import**, and then select the article file. If the file contains multiple components of the indicated type, you can select which component to import.

### Word Filter

The Word Filter allows Word documents to be imported from, or exported to, .docx formats.

- ➔ To avoid import problems, uncheck **Allow fast saves** (in the **Save** tab of the **Options** dialog box) in Microsoft Word or use the **Save As** command to create a copy of the Word file to be imported.

- ➔ To export in .docx format, choose **Word Document** from the **Format** drop-down menu.

### **WordPerfect Filter**

The WordPerfect Filter allows documents to be imported from WordPerfect 3.0 and 3.1 (Mac OS) and WordPerfect 5.x and 6.x (Windows). The WordPerfect Filter also lets you save text in WordPerfect 6.0 format.

- ➔ WordPerfect 3.1 for Mac OS can read WordPerfect 6.0 for Windows documents, so there is no WordPerfect 3.1 for Mac OS export option.

# Preferences

Preferences let you control the default behavior of QuarkCopyDesk.

## Understanding preferences

The **Preferences** command (**QuarkCopyDesk/Edit > Preferences**) displays the **Preferences** dialog box. The **Preferences** dialog box contains several panes that enable you to specify default settings for the various functions of the application. To view a pane, click its name in the list on the left. There are three types of preferences:

- *Application preferences* apply to the application and affect the way all Articles are handled.
- *Article preferences* affects the active article. However, if you change article preferences with no articles open, the new preferences become the default settings for all new articles.
- *Print Layout preferences* let you control layout-level preferences for the active article, such as the measurement system, hyphenation, and guides. However, if you change layout preferences with no articles open, the new preferences become the default settings for all new articles.

Additional panes and options display in the **Preferences** submenu when certain XTensions software is loaded.

## What's in the QuarkCopyDesk preferences files

The contents of the QuarkCopyDesk preferences files are as follows. The list is divided into three groups according to how the various preferences are saved.

### Group A

- Kerning tables (defined in QuarkXPress)
- Tracking tables (defined in QuarkXPress)
- Hyphenation exceptions (**Utilities > Hyphenation Exceptions**)

### Group B

- Default style sheets, colors, dashes and frames, lists, and hyphenation and justification specifications (**Edit** menu)

- Path information for the default auxiliary dictionary (**Utilities > Auxiliary Dictionary**)

### Group C

- Output styles (**Edit > Output Styles**)
- Settings in the **XTensions Manager** and **PPD Manager** (*Windows only*) dialog boxes (**Utilities** menu)
- Settings in the **Application** panes of the **Preferences** dialog box

Using the groups described above:

- Any changes you make to the settings in Group A or Group B while no articles are open are stored in the preferences files and are used for all subsequently created articles.
- Any changes you make to the settings in Group B while an article is open are saved with that article only.
- Any changes you make to the settings in Group C are always stored in the preferences files, whether or not an article is open.
- If the **Nonmatching Preferences** alert displays when you open an article and you click **Use QuarkCopyDesk Preferences**, subsequent changes you make to the settings in Group A are saved to both the article and the preferences files. (The article's original Group A settings are discarded when you click **Use QuarkCopyDesk Preferences**.)
- If the **Nonmatching Preferences** alert displays when you open an article, and you click **Keep Document Settings**, subsequent changes you make to the settings in Group A are saved only with the article.

### Changes to QuarkCopyDesk preferences

Changes to QuarkCopyDesk preferences are handled in the following ways:

- If you make changes to application preferences in the **Preferences** dialog box with or without an article open, the changes are saved in the preferences files and immediately affect all open articles and all subsequently opened articles.
- If you make changes to **XTensions Manager** settings (**Utilities** menu) with or without an article open, the changes are saved in the preferences files and affect all articles after you relaunch QuarkCopyDesk.
- (*Windows only*) If you make changes to **PPD Manager** settings (**Utilities** menu) with or without an article open, the changes are saved in the preferences files and immediately affect all open articles and all subsequently opened articles.
- If you make changes to article preferences in the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) with an article open, the changes are saved only with the active article.
- If you choose a different auxiliary dictionary with an article open, the change is saved only with the active article.

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- If you make changes to the hyphenation exceptions in a new article, these changes are saved with the active article and in the preferences files.
- If the **Nonmatching Preferences** alert displays when you open an article and you click **Use QuarkCopyDesk Preferences**, changes you make to the kerning table information, tracking table information, and hyphenation exceptions will be stored both in that article and in the preferences files.
- On Mac OS X, keyboard shortcut keys for QuarkCopyDesk menu options can be customized, **Preferences > Application > Key Shortcuts**.

### Application preferences

The controls in the **Application** panes of the **Preferences** dialog box (**QuarkCopyDesk/Edit > Preferences**) affect the way QuarkCopyDesk works with all articles, including how articles are displayed and saved. These settings are saved with the application and are never saved with articles.

#### Preferences — Application — General

Use the **General** pane in the **Application** section of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to customize the following features.

- To specify a custom monitor profile, use the **Monitor Profile** drop-down menu.
- To reset all alerts that have a "do not show this warning again" option so that they will display, click **Show All Alerts**.

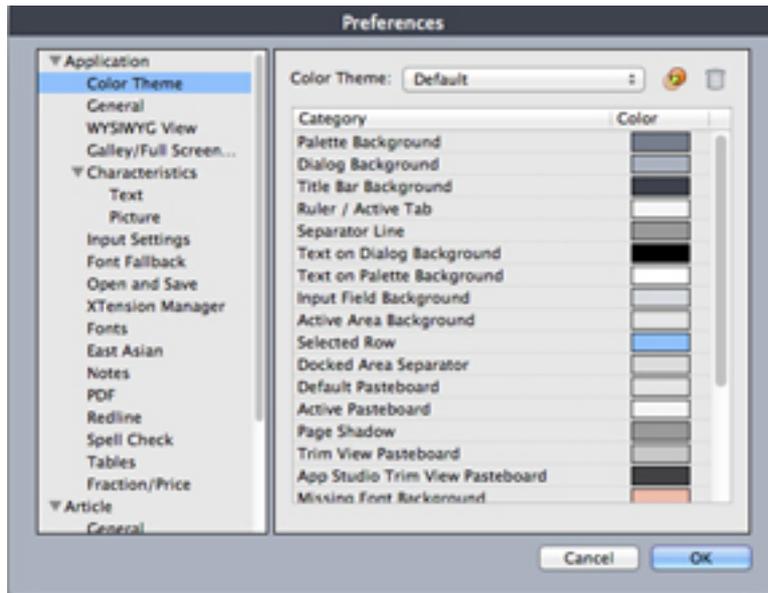
#### Preferences — Application — Color Theme

➡ Mac OS X only.

Use the **Color Theme** pane of the **Preferences** dialog box ( **QuarkCopyDesk/Edit** menu) to specify a color theme for QuarkCopyDesk.

Use the **Color Theme** drop-down menu to choose from the existing color themes or click on the  icon to duplicate an existing color theme.

Use the **Color** control to specify a color for each of the categories.



Color Theme pane of the Preferences dialog box

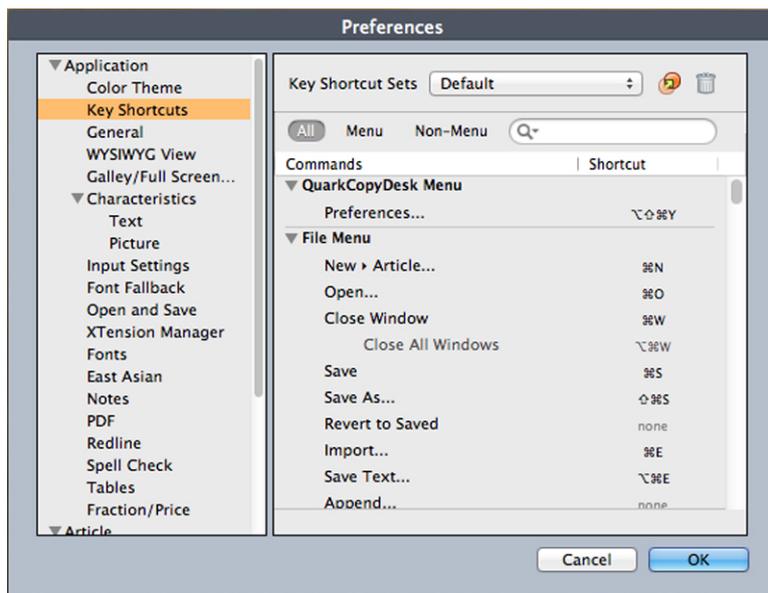
**Preferences — Application — Key Shortcuts**

➔ Mac OS X only.

Use the **Key Shortcuts** pane of the **Preferences** dialog box ( **QuarkCopyDesk/Edit** menu) to customize key shortcuts for QuarkCopyDesk.

Use the **Key Shortcut Sets** drop-down menu to choose from the existing key shortcuts sets or click on the  icon to duplicate an existing set.

Choose **All** to display all key shortcuts, **Menu** to display only shortcuts related to **QuarkCopyDesk** menu items and **Non-Menu** to display all shortcuts not related to menu items.



Key Shortcuts pane of the Preferences dialog box

### Preferences — Application — WYSIWYG View

Use the **WYSIWYG View** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to set preferences for WYSIWYG view.

To make the background of text components solid, even if they are not solid-colored in the layout, check **Opaque Text Box Editing**. A solid-colored background can make it easier to read and edit text.

### Preferences — Application — Galley/FullScreen View

Use the **Galley/FullScreen View** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control the way text and pictures display in Galley view and Full Screen view.

Use the **Text Content** area to customize text display in Galley view and Full Screen view. You can make text display "plain" for easy editing, or display some formatting.

- To display style sheet attributes in Galley view and Full Screen view, check **Show Styles (Galley and Full Screen View)**.
- To display text color in Galley view, check **Show Color (Galley View)**.
- To display the ID number of each component in Galley view and Full Screen view, check **Show Component's ID with Component Bar (Galley and Full Screen View)**.
- To display the ID number of each component and line numbers for each line of text in Galley view, check **Show Component's ID with Line Numbers (Galley View)**.
- To use a fixed font, check **Use Fixed Font**. If this preference is checked the font mentioned in the **Font** menu under this preference will be shown in Galley view and Full Screen view irrespective of which font is used in the Article. If this preference is unchecked then the font used in the Article will be displayed in Galley view and Full Screen view.
- To specify the default font, size, and line spacing for text in Galley and WYSIWYG view, use the **Font**, **Size**, and **Leading**  controls.

Use the **Picture Content** area to customize picture display in Galley view and Full Screen view.

- To display pictures in picture components, check **Show Picture**.
- To control the size of pictures in Galley view and Full Screen view, choose an option from the **Size of Pictures** drop-down menu.
- To set a maximum height for pictures in Galley view and Full Screen view, enter a value in the **Limit** field.

### Preferences — Application — Characteristics

Use the **Characteristics** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control how QuarkCopyDesk evaluates text length and picture quality.

### Text

When you are editing a text component with a specified length, the two fields on the left end of the **Measurements** palette provided copyfitting feedback. Specifically, these fields show how much text you need to add or remove to fit the specified length. To specify what information displays in the **Measurements** palette when you are entering text, choose options from the drop-down menus in the **Text** tab.

- The first two drop-down menus control the top field on the left end of the **Measurements** palette.
- The last two drop-down menus control the bottom field on the left end of the **Measurements** palette.

### Picture

When you import a picture into a picture component, the **Measurements** palette provides feedback about the picture's resolution and color space. If these values are out of range, you may want to resample the picture or convert it to a different color space.

- Use the top six fields in the **Resolution and Scaling** area to specify the minimum and maximum resolution for color, grayscale, and monochrome raster images. The **Vector** fields let you specify a minimum and maximum scale for vector images.
- Use the **Requested Color Space** drop-down menu to indicate which color space is most preferable for imported pictures. If one-bit and grayscale images are allowed when an option other than **Grayscale** is selected in the **Requested Color Space** drop-down menu, check **B/W and Grayscale used where Color requested is not an issue**.

## Preferences — Application — Input Settings

Use the **Input Settings** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to customize scrolling and other "on-the-fly" actions.

- Use the **Scrolling** area to specify how quickly you can scroll through articles and how articles update on screen. Check **Live Scroll** to update the article view as you drag the scroll boxes in article window scroll bars. To turn **Live Scroll** on and off while you are scrolling, press **Alt** as you drag a scroll box.
- Use the **Format** drop-down menu and the **Smart Quotes** check box to choose a style for converting and entering quotation marks. To specify the default characters to be used with the **Smart Quotes** feature and with the **Convert Quotes** option in the **Import** dialog box (**File > Import**), choose an option from the **Quotes** drop-down menu. Check **Smart Quotes** to force the application to automatically replace foot and inch marks (' and ") with the chosen quotation marks as you type.
- Hyphens and commas are the default separators for indicating sequential and non-sequential ranges in the **Pages** field of the **Print** dialog box for a Print layout. If you specified commas or hyphens as part of page numbers in the **Section** dialog box (**Page** menu), you need to change the default separators here. For example, if your page numbers are "A-1, A-2," then you cannot specify ranges in the **Pages**

field using hyphens. To edit the separators, enter new characters in the **Sequential** and **Nonsequential** fields.

- *Mac OS X only:* Use the **Key Press Activates** area to control what the Control key does. Click **Zoom** to make the Control key temporarily invoke zoom mode. Click **Contextual Menu** to make the Control key invoke a context menu. (Control+Shift performs whichever function is not selected.)
- *Windows only:* Use the **Delay Before Live Refresh Drag** field to set the time delay between clicking and dragging for live refresh. Live refresh shows any runaround changes caused by the moving item in real time.
- Check **Drag and Drop Text** to cut, copy, and paste text in a story with the mouse rather than with menu or keyboard commands. On *Mac OS X*, you can temporarily turn on this feature by holding Control+Command before starting a drag. To cut and paste, select the text, and then drag it to a new location. To copy and paste, select the text; then press Shift while you drag it to a new location.
- Check **Maintain Picture Box Attributes** to make a picture component "remember" its scaling and other attributes by default when you import a new picture into the component.
- (*Windows only*) By default, you can input text directly into text boxes the same way you would in a system-supplied input window for East Asian characters. To disable this feature, uncheck **Inline Input**.
- (*Windows only*) To also allow OpenType fonts to be scanned when you click **Scan Printer** in the **Fonts** pane of the **Print** dialog box (**File** menu), check **Enable OTF Printer Font Scan**.

### Preferences — Application — Font Fallback

Use the **Font Fallback** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control what happens when the application opens a project that uses missing fonts.

Check **Font Fallback** to activate the Font Fallback feature. When this feature is active, if the application encounters a character it cannot display in the current font, it attempts to find a font that can display the character.

If the application encounters a missing font when opening a project, it uses the preferences in this pane to determine which substitute fonts to use.

- ➔ If you add characters to an existing project and the font cannot support those characters, the application searches the system for a font that can display the characters.

Check **Search** to have the application search for a suitable font that is used in the active story. To restrict the search to a particular range, check **Last** and then enter a number in the **Paragraphs** field. To expand the search to the entire story where a missing font occurs, check **Active Story**.

To indicate which fallback fonts should be used when no other font can be found (taking the **Search** settings into account), choose an option in the **Font** column for each script/language listed in the **Script/Lang** column.

To indicate which font should be used for the slug line when a layout is printed with registration marks turned on, choose an option from the **Slug Line Font** drop-down menu.

### Preferences — Application — Undo

➔ *Windows only.*

Use the **Undo** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control **Multiple Undo** options.

- Use the **Redo Key** drop-down menu to specify which keyboard command invokes the **Redo** command.
- Use the **Maximum History Actions** field to specify the number of actions that you can store in your undo history. The undo history can hold as many as 100 actions.

### Preferences — Application — Open and Save

Use the **Open and Save** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to customize how the application saves and performs backups.

- Check **Auto Save** to protect your work from system or power failure. When this option is checked, the application automatically records changes to a temporary file in your article folder after a specified time interval. Enter the interval (in minutes) in the **Every minutes** field. You can specify a minimum time interval of .25 minutes. When **Auto Save** is checked, the default setting is **Every 5 minutes**. The application does not overwrite the original file until you manually save (**File > Save**). When you open the project after a system interruption, the application displays an alert indicating that the project will be restored to the last auto-saved version.
- Check **Auto Backup** and enter a value in the **Keep revisions** field to retain as many as 100 revisions of an article. Each time you manually save (**File > Save**), the application copies the previous manually saved version to the **Destination** folder you specify. The default setting for **Auto Backup** is unchecked. Click **Article Folder** to store revisions in the same folder with the article. Click **Other Folder** and then click **Browse** to choose a different folder for storing revisions. Consecutive numbers are added to the file name for each backup. When the last revision is created (for example, 5 of 5), the oldest revision in the folder is deleted. To retrieve a backup from the destination folder, simply open the revision file.
- Check **Save Article Position** if you want the application to automatically remember the size, position, and proportions of your article window.
- Under **Non-Unicode Support**, choose an option from the **Encoding** drop-down menu to indicate how the application should display characters in non-Unicode text.

### Preferences — Application — XTensions Manager

Use the **XTensions Manager** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control when the **XTensions Manager** dialog box displays.

### Preferences — Application — Fonts

Use the **Fonts** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to specify the following preferences.

In the **Font Previews** area, check **Show in Font Menu** to show each font name in the corresponding font.

In the **Font Mapping** area:

- To suppress the display of the **Missing Fonts** dialog box, check **Do Not Display Missing Fonts Dialog**. The radio buttons below this check box determine what happens when you open an article that contains a missing font for which you have not defined a replacement.
- To specify a default replacement font, check **Specify Default Replacement Font** and choose a replacement font from the **Default Replacement Font** drop-down menu.
- To specify default replacement fonts, check **Specify Default Replacement Font** and choose options from the **Roman** and **East Asian** drop-down menu.
- To highlight characters that are in a Traditional Chinese encoding's UDA/VDA (User Defined Area/Vendor Defined Area) range so that these characters can be visually verified, check **Highlight character ranges defined by Traditional Chinese font vendors**.

### Preferences — Application — Text Highlighting

➡ *Windows only.*

Use the **Text Highlighting** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to specify the following preferences.

In the **Missing Font Background** area:

- Use the **Color** control to specify a color.
- Use the **Opacity** control to specify an opacity value from 0% (transparent) to 100% (opaque).

### Preferences — Application — East Asian

Use the **East Asian** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to enable East Asian functionality.

### Preferences — Application — File List

➡ *Windows only.* On *MAC OS X* you inherit the OS level preferences.

Use the **File List** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to customize the display of recently opened and saved files in the **File** menu:

- Use the **Number of Recent Files to Display** field to specify the number of recently opened and saved files to display.

- Use the **File List Location** area to choose which menu displays the list of recently opened files.
- Check **Alphabetize Names** to display the file list in alphabetical order.
- Check **Show Full Path** to display the location of the files.

### Preferences — Application — Default Path

*(Windows only)* Use the **Default Path** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to define a default location in the file system or on the network for **Open**, **Save/Save As**, and **Import** commands.

### Preferences — Application — Notes

Use the **Notes** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control the way notes display in Galley view and Full Screen view.

To control what notes look like in WYSIWYG view, use the **Font**, **Size**, **Leading**, and **Background** controls.

To make notes visible as inline text in Galley view and Full Screen view, check **Inline Notes in Full Screen and Galley**. Check **Show Name** to include the name of each note's creator. Check **Show Creation Date** and **Show Creation Time** to include the date and time when the note was created.

### Preferences — Application — PDF

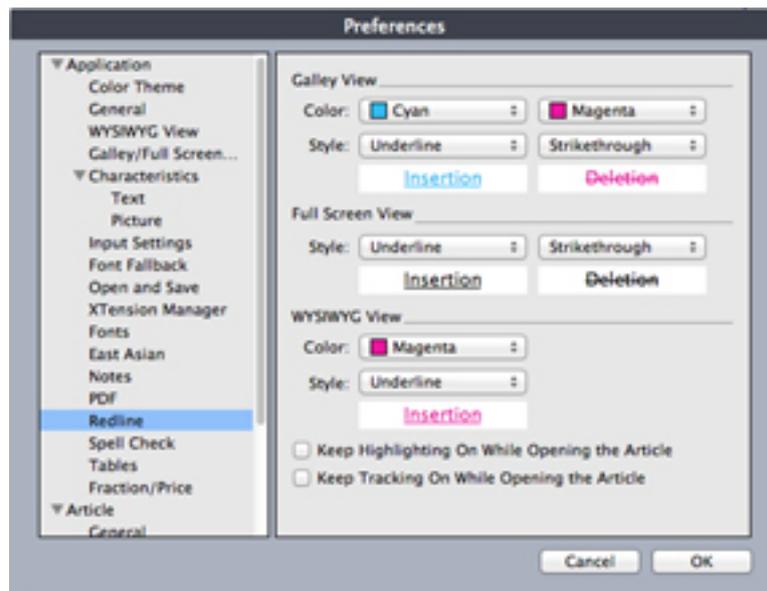
Use the **PDF** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to set preferences for PDF export.

Check **Log Errors** to create a log of errors (if any) during the creation of PDF files.

When this option is checked, you can check **Use Log Folder** to specify where to save the log file. If **Use Log Folder** is unchecked, the log file is created in the same directory as the exported PDF file.

### Preferences — Application — Redline

Use the **Redline** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control the way inserted text and deleted text display in all views.



Redline pane of Preferences dialog box

To automatically turn on highlighting when you create or open an article, check **Keep Highlighting On While Opening the Article**.

To automatically turn on change tracking when you create or open an article, check **Keep Tracking On While Opening the Article**.

### Preferences — Application — Spell-Check

Use the **SpellCheck** pane of the Preferences dialog box (QuarkCopyDesk/Edit menu) to set spell checking options.

In the **Spell Check Exceptions** area:

- To exclude words that include numbers from spell checking, check **Ignore words with numbers**.
- To exclude e-mail addresses and URLs from spell checking, check **Ignore Internet and file addresses**.
- To exclude capitalization and spacing checks for words set to German languages — German, German (Swiss), German (Reformed), and German (Swiss Reformed) — when spell checking, check **Ignore capitalization for German languages**.
- To exclude capitalization and spacing checks for words set to non-German languages when spell checking, check **Ignore capitalization for non-German languages**.

In the **Reformed Languages** area, check **Use Reformed German 2006** to use reformed German rules when spell checking text tagged with the German character language.

### Preferences — Application — Tables

Use the **Tables** pane of the Preferences dialog box (QuarkCopyDesk/Edit menu) to turn on and off the **Allow Anchored Tables to Break Automatically** functionality.

### Preferences — Application — Fraction/Price

Use the **Fraction/Price** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to format fractions and prices automatically.

- In the **Numerator** area, the **Offset** option positions the numerator in relation to the baseline; the **VScale** option determines the height of the numerator as a percentage of font size; the **HScale** option determines the width of the numerator as a percentage of normal character width; and the **Kern** option adjusts the spacing between the characters and the forward slash.
- In the **Denominator** area, the **Offset** option positions the denominator in relation to the baseline; the **VScale** option determines the height of the denominator as a percentage of font size; the **HScale** option determines the width of the denominator as a percentage of normal character width; and the **Kern** option adjusts the spacing between the characters and the forward slash.
- In the **Slash** area, the **Offset** option positions the forward slash in relation to the baseline; the **VScale** option determines the height of the forward slash as a percentage of font size; the **HScale** option determines the width of the forward slash as a percentage of normal character width; and the **Kern** option adjusts the spacing between the characters and the forward slash. Check **Fraction Slash** to retain type size when you choose **Style > Type Style > Make Fraction**.
- In the **Price** area, the **Underline cents** option places an underline beneath the cents characters and the **Delete Radix** option removes the decimal or comma character from the price.

### Article preferences

The article-level preferences available in the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) let you control preferences for the active article. If no article is open, changes to article preferences apply to all subsequently created articles.

### Preferences — Article — General

Use the **General** pane in the **Article** section of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to customize the following features.

Use the **Auto Picture Import** drop-down menu to control whether the application automatically updates pictures that have been modified since you last opened an article.

- To enable the Auto Picture Import feature, choose **On**. When you open a project, the application automatically reimports modified pictures into each layout using the modified files.
- To disable the Auto Picture Import feature, choose **Off**.
- (*Windows only*) To display an alert before the application imports modified pictures, choose **Verify**.

Check **Use OpenType Kerning** to activate the default kerning values for OpenType fonts. When OpenType kerning is active, it overrides any kerning specified in QuarkXPress through **Kerning Table Edit (Utilities menu)** for OpenType fonts.

To disable OpenType kerning for full-width characters, check **Do Not Kern Full Width Characters**.

Check **Allow OpenType Transformations on Mixed Color Text** to allow the user to apply OpenType transformations on mixed color text.

### Preferences — Print Layout/Default Article — General

Use the **Layout** versions of the **General** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to specify various default settings for page layout.

In the **Display** area:

- When you check **Greek Text Below** and enter a value in the field, the application speeds screen redraw by "greeking" — displaying gray bars in place of text smaller than a specified size. Greeking does not affect printing or export. Text greeking is affected by the viewing percentage.
- Check **Greek Pictures** to enable the application to display imported pictures as gray boxes. Selecting a box that contains a greeked picture displays the picture normally.

### Preferences — Print Layout/Default Article — Measurements

Use the **Measurements** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to specify default measuring units for rulers and the **Measurements** palette:

- Use the **Horizontal** and **Vertical** drop-down menus to specify the measurement system for the rulers displayed along the top and left of the layout window. **Horizontal** corresponds to the top ruler; **Vertical** corresponds to the left ruler.
- Several other aspects of the user interface are affected by the **Horizontal** and **Vertical** drop-down menus, including the default **X** and **Y** coordinates in the **Measurements** palette. The application automatically converts font size, frame width, leading, and line width to points, regardless of the measurement system you choose.
- Use the **Points/Inch** field to override the default value of 72 points per inch. The application uses the value here as the basis for all point and pica measurements, as well as for all point- and pica-to-inch conversions. The desktop publishing standard for points per inch is 72. However, the traditional typographic standard used on most metal typographic rulers is usually approximately 72.27 or 72.307 points per inch (range = 60 to 80 pt, measurement system = points, smallest increment = .001).
- Use the **Ciceros/cm** field to specify a ciceros-to-centimeter conversion value different from the standard 2.1967 (range = 2 to 3 c, measurement system = ciceros, smallest increment = .001).
- Use the **Measurement Units** drop-down menu to set the default measurement unit for new articles.

## Preferences — Print Layout/Default Article — Paragraph

Use the **Paragraph** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control various paragraph-level settings.

Use the **Auto Leading** feature to automatically set line spacing. You can apply this setting to a paragraph by entering "auto" or "0" in the **Leading** field of the **Paragraph Attributes** dialog box (**Style > Leading**). Unlike paragraphs with absolute leading (identical line spacing above every line), paragraphs with auto leading may include lines with different leading when fonts and font sizes are mixed in the same paragraph.

Auto leading starts with a base amount of leading, which the application calculates by examining the ascent and descent values built into the fonts used in an auto-led line and the line above it; however, the user-specified text size (**Style > Size**) plays the largest part in determining this base amount. Finally, a value specified by the user in the **Auto Leading** field is added to the base amount to arrive at the total amount of leading.

To specify percentage-based auto leading, enter a value from 0% to 100% in 1% increments. This value determines the amount of leading between two lines of text as follows: The largest font size in the line above is multiplied by the percentage value. This outcome is added to the base amount of auto leading between the two lines. Although the design of certain fonts complicates the process, here is a simplified example: 10-point text styled consistently in a "standard" font with **Auto Leading** set to 20% has 12 points of leading (10 pts + [20% of 10] = 12 pts). To specify incremental auto leading, enter a value preceded by a plus sign (+) or a minus sign (-) from -63 points to +63 points using any measurement system. Entering "+5" will add 5 points of leading to the base amount of auto leading; entering "+5 mm" will add 5 millimeters.

Use the **Maintain Leading** check box to control the placement of a line of text that falls immediately below an obstruction in a column or box. If **Maintain Leading** is checked, the line's baseline is placed according to its applied leading value. If **Maintain Leading** is unchecked, the ascent of the line will abut the bottom of the obstruction or any applied runaround value (**Item > Runaround**).

In the **Lock to Grid Based On** area:

- Click **Ascent and Descent** to lock text to grid based on the ascenders and descenders of characters.
- Click **Font Size (Em Box)** to lock text to grid based on the size of the em boxes of the characters.

For each language in the **Hyphenation** list, use the **Method** drop-down menu in the **Hyphenation** area to specify the method the application uses to automatically hyphenate paragraphs when no corresponding entry is found in your Hyphenation Exceptions dictionary. The setting you choose affects only paragraphs for which **Auto Hyphenation** (**Edit > H&Js**) is enabled:

- Choose **Standard** to hyphenate using the algorithm built into versions of QuarkXPress prior to 3.1. Documents created in versions of QuarkXPress prior to 3.1 default to **Standard** when they are opened in version 3.1 or later.
- Choose **Enhanced** to hyphenate using the algorithm built into QuarkXPress version 3.1 and later.

- **Extended 2** uses the same algorithm as **Enhanced** but checks any built-in hyphenation dictionaries before resorting to the algorithm. **Extended 2** uses the Dieckmann exception resources and algorithm for hyphenation. This option was first introduced in QuarkXPress 4.11 for German (Reformed) and has been expanded to other languages in more recent versions. If available for a language, it is the default method.

### Preferences — Print Layout/Default Article — Character

Use the **Character** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to specify how the application constructs typographic styles such as Superscript and Subscript:

- Use the **Superscript** area to control the placement and scale (size) of superscript characters. The **Offset** value determines how far below the baseline the application places a superscript character. The **Offset** value is measured as a percentage of font size. The default value is 33%. The **VScale** value determines the vertical size of the character and is a percentage of font size. The **HScale** value determines width and is a percentage of the normal character width (as specified by the font designer). The default value for both scales is 60% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Subscript** area to control the placement and scale (size) of subscript characters. The **Offset** value determines how far above the baseline the application places a subscript character. The **Offset** value is measured as a percentage of font size. The default value is 33%. The **VScale** value determines the vertical size of the character and is a percentage of font size. The **HScale** value determines width and is a percentage of the normal character width (as specified by the font designer). The default value for both scales is 100% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Small Caps** area to control the scale of characters with the **Small Caps** type style applied to them. The **VScale** value determines the vertical size of the character and is measured as a percentage of font size. The **HScale** value determines width and is measured as a percentage of the normal character width (as specified by the font designer). The default value for both scales is 75% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Superior** area to control the scale of superior characters. The **VScale** value determines the vertical size of the character and is measured as a percentage of font size. The **HScale** value determines width and is measured as a percentage of the normal character width (as specified by the font designer). The default value for both scales is 60% (range = 0 to 100%, measurement system = percentage, smallest increment = .1).
- Use the **Ligatures** area to use ligatures built into a font. A ligature is a typographic convention in which certain characters are combined into a single glyph. Most fonts contain ligatures for the characters "f" followed by "i" and "f" followed by "l". The **Break Above** field enables you to specify the kerning or tracking value (measured in 1/200 em space increments) above which characters will not be combined into ligatures. For example, a headline with a large tracking value would probably not contain ligatures. The default value is 1 (range = 0 to 10, measurement system = .005 [1/200] em space, smallest increment = .001). To prevent the second

two letters in "ffi" and "ffl" (as in office and waffle) from being combined into ligatures, check **Not "ffi" or "ffl"**. Three-character ligatures for these combinations, common in traditional typesetting systems, are not standardized in fonts designed for Mac OS, so some typographers prefer to keep all three letters separate rather than combine only two of them. Note that many PostScript fonts do not have "ffi" and "ffl" ligatures, but most OpenType fonts do. This option is unchecked by default.

- Check **Auto Kern Above** to specify that the application uses kerning tables, which are built into most fonts, to control intercharacter spacing. The **Auto Kern Above** field enables you to specify the point size above which automatic kerning must be used. The **Auto Kern Above** feature also implements custom tracking information specified in the **Tracking Values** dialog box for a selected font (**Utilities > Edit Tracking**). This option is checked by default, with a 4-point threshold (range = 0 to 72 pt, measurement system = various [", pt, cm, etc.], smallest increment = .001).
- Check **Standard Em Space** to specify an em-space equivalent to the point size of the text (for example, 24pt text has a 24pt em space). If **Standard Em Space** is unchecked, the application uses the width of the two zeros in the current font as the em-space width. This option is checked by default. You can insert an em space in text by pressing Option+space/Ctrl+Shift+6.
- Use the **Flex Space Width** field to change the 50% default width of a flexible space. To create a breaking flexible space, press Option+Shift+space/Ctrl+Shift+5; to create a nonbreaking flexible space, press Command+Option+Shift+space/Ctrl+Alt+Shift+5. The **Flex Space Width** value is expressed as a percentage of the normal en space for a given font and font size (range = 0 to 400%, measurement system = percentage, smallest increment = .1).
- Use the **Accents for All Caps** check box to specify whether to include accent marks on accented characters with the All Caps type style applied. This option is checked by default.
- Use the **Space between CJK & R** field to indicate how much space should be included by default between a Chinese, Japanese, or Korean character and an adjacent Roman character.

### Preferences — Print Layout/Default Article — Guides and Grid

Use the **Guides and Grid** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to specify various default settings for guides and design grids.

In the **Guides** area:

- To specify default margin and guide colors, use the **Margin Color** and **Guide Color** buttons.
- Click **In Front of Content** or **Behind Content** to specify whether ruler guides and page guides are placed in front of or behind all items on a page.

In the **Page Grid** area:

- To control the minimum zoom value at which the master page grid and text box grids become visible, enter a value in the **Zoom Visibility** field.

## PREFERENCES

- Click **In Front of Content** or **Behind Content** to specify whether the master page grid is placed in front of or behind all items on a page. If you click **In Front of Content**, you can also specify whether the master page grid is in front of or behind guides.

### Preferences — Print Layout/Default Article — Grid Cell Fill

Use the **Grid Cell Fill** pane of the **Preferences** dialog box (**QuarkCopyDesk/Edit** menu) to control how design grid cells are filled.

- To specify which cells will be filled, check **Increment Fill** and enter a value in the field. For example, to fill cells four, eight, and twelve, enter **4**.
- To restart cell counting at the beginning of each line in a text box, click **Start of Line**. To start cell counting from the beginning of the story and continue counting regardless of line breaks, click **Start of Story**.

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