

Quark**Ed**[™]

for QuarkXPress[™]

QuarkEd for QuarkXPress
Module 1: QuarkXPress Fundamentals

The choice for publishing software worldwide

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This manual was authored entirely with QuarkXPress and Quark Publishing System™ (QPS™). QuarkXPress authoring documents were converted to Portable Document Format (PDF) documents using Adobe® Acrobat® Reader.

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Introduction

Using these Materials

The QuarkEd for QuarkXPress lessons contain a minimum of text so you can concentrate on *doing* rather than on *reading*. However, enough information is included so that after you complete the lessons, you can try out the exercises on your own.

Each lesson starts with a new file that includes all the necessary elements from the previous lessons, so if you delete or change elements in one lesson, you won't miss anything in another lesson.

 **Getting Started**

Every QuarkEd lesson includes a Lesson Guide and the sample electronic files required to complete the lessons.

About the modules

If you're new to QuarkXPress, start with *Module 1: QuarkXPress Fundamentals*. This module contains four lessons that give you an opportunity to work with text, pictures, and other QuarkXPress elements as you complete a simple document and prepare it for printing. When you finish these lessons, you'll have covered all the information you need to create your own QuarkXPress project.

If you've used QuarkXPress before you may want to proceed to *Module 2: QuarkXPress Essentials*. This module contains eight lessons that teach you how to construct documents, work with color, format text with style sheets, fine-tune typography, combine type and graphics, prepare documents for high-resolution printing, and other topics. The lessons in Module 1 will help you work more efficiently and productively in QuarkXPress.

If you are already proficient in QuarkXPress — or have completed Modules 1 and 2 — you may want to explore *Module 3: Advanced Techniques*. This module contains six lessons that teach you how to use QuarkXPress as an illustration tool, how to increase your productivity in QuarkXPress, and how to publish long documents using the books, lists (table of contents), and indexing features.

About the lessons

The modules are divided into individual lessons, which build on information learned in previous lessons. However, you do not need to complete all the lessons. You may choose the lessons relevant to you and skip others.

Each lesson is divided into two sections: "The Steps" and "The Details." "The Steps" section presents a series of tasks that make up the hands-on portion of a lesson. Tasks don't contain a lot of text, but provide the information you need to complete a lesson and serve as a "how-to guide" after class. Each section of steps ends with a "Checkpoint" page that suggests various ways to check your skills, and presents additional ideas for further exploration.

"The Details" contain the reference section of a lesson. Included is in-depth information related to topics covered in "The Steps." This is a great place to start when you want to learn more about a particular topic or feature.

Other reference books

Another source of information is the documentation that comes with the QuarkXPress software. The documentation includes a complete user guide, *A Guide to QuarkXPress*; a tutorial, *A Preview to QuarkXPress*; and various other booklets and electronic files.



Printing modules and lessons: The QuarkEd for QuarkXPress Lesson Guides are in the form of [Adobe Acrobat](#) files. You can print a Lesson Guide before you begin working on a lesson, or you can open the PDF file in Adobe Acrobat Reader and switch back and forth between QuarkXPress and Adobe Acrobat Reader.

Conventions

What's ahead

Each lesson begins with a brief overview of what you'll learn. When applicable, a finished version of the lesson file is included so you can open it to see where you're heading.

Lessons and tasks

Lessons are made up of individual tasks that cover a concept, procedure, or feature. Individual tasks are made up of a series of numbered steps that are divided into two parts — the *what you'll do* part includes minimal details in bold type face; the *how you'll do it* part lists specific details and tools you'll need to complete the step (in plain type face). *What you'll do* appears on the first line of a numbered step; how you'll do it appears on subsequent lines.

For example:

- 1 **Copy the picture box on page 1:** Using the Item tool , click to select the picture box containing the "Color Pastels.tif" picture file.

Choose **Edit** → **Copy**.

Menu paths

Menu paths are indicated by arrows →. For example, the following instruction asks you to open the **Print** dialog box by choosing the **Print** command from the **File** menu:

Choose **File** → **Print** to open the **Print** dialog box.

Information you enter

Information you need to type appears in a typewriter type font. For example:

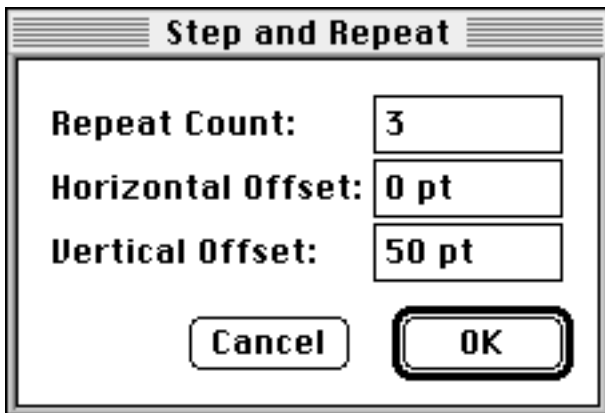
Using the Content tool , click to select the text box; then type color.

Screen captures and tables

Screen captures are often used to provide visual examples or avoid unnecessary explanatory text. Tables sometimes accompany or replace screen captures so you can quickly check settings as you perform a task.

In the following example, you have a screen capture for a visual reference, along with a table showing the exact settings you need to make:

Choose **Item** → **Step and Repeat** to open the **Step and Repeat** dialog box:



The **Step and Repeat** dialog box lets you specify the number of copies QuarkXPress makes of an active item, and how far the copies are offset horizontally and vertically from the original and each other.

Enter these settings, then click **OK**:

Field	Setting
Repeat Count	3
Horizontal Offset	0 pt
Vertical Offset	50 pt

Tips, keyboard commands, and notes

The sidebar contains tips relating to a task, as well as keyboard commands used on that particular page.

Tips

Tips include information that's helpful or useful, but may not directly affect your performance of a task. Tips often provide background information or suggest an easier or more efficient way to accomplish a particular function.

For example:



Moving the Tool palette: By default, the **Tool** palette appears to the left of the document window, but it can be moved by dragging the shaded bar at the top of the palette.

Keyboard commands

Keyboard commands list a key or combination of keys that you can press to perform a particular function without using your mouse. The keyboard commands immediately follow each task's instructions.

For example:

**Keyboard Commands for Mac OS:**

Print⌘+P

**Keyboard Commands for Windows:**

PrintCTRL+P

When keyboard commands appear in text, they are listed with Mac OS commands first, followed by Windows commands and separated by a slash.

For example:

To make the document window update as you scroll, press Option/ALT while dragging the scroll box.

The following symbols are commonly used to represent particular keys on Mac OS:

- Command key: ⌘
- Option key: ⌥
- Shift key: ⇧
- Control key: ⌃

Notes

Notes appear in the main body of text because they contain information that can have a direct impact on your understanding of a task or its outcome.

For example:



If you import a picture into a box that already contains a picture, the existing picture will be replaced by the new one.



Saving while performing lessons: Each lesson in QuarkEd directs you to create or to open a file, then name and save it. Steps in the lessons do not instruct you to save thereafter — you should save as often as you normally would while working on a computer. This means save often.

 **Setting Up**

Before you begin working on a lesson, be sure QuarkXPress, the appropriate fonts, and the necessary lesson files are on your machine.

QuarkXPress software

There are a few things to check inside your QuarkXPress program folder before getting started.

First, locate the file called XPress Preferences. The XPress Preferences file stores default settings that dictate how various QuarkXPress features work — and therefore may affect steps in the QuarkEd lessons. If you're working with a new copy of QuarkXPress, the preferences will contain the Quark-specified defaults and you will not need to worry about it. If this is a working copy of QuarkXPress used in a publishing environment, the XPress Preferences may contain hours worth of modifications. If you suspect that is the case, place the file in a separate folder for the duration of the lessons. When you launch QuarkXPress, it will create a new “factory” preferences that you can use to complete the lessons.

The second thing to check is the “XTension” folder within your QuarkXPress folder. XTensions™ software expands the capabilities of QuarkXPress by adding features, menu commands, tools, etc. Make sure the following files are in the XTension folder: Cool Blends™, JPEG Import, LZW Import, XPress Tags Filter. Check the “XTension Disabled” folder for any missing files.

Fonts

To simplify font issues, the Mac OS sample documents contain only Helvetica and Times fonts; the Windows sample documents contain Arial and Times New Roman fonts.

Lesson files

If you intend to download several lessons, you may want to create a folder on your hard disk for storing the lesson folders. We suggest that you create a folder called “QuarkEd for QuarkXPress” and create folders within called “Module 1,” “Module 2,” and “Module 3.” Each time you download a lesson, move the resulting folder into the appropriate module folder.



Launching QuarkXPress: It might be helpful to create an alias or shortcut for QuarkXPress so you can use a desktop icon to easily launch the program.



Working with a demonstration version: If you do not own QuarkXPress, [download a demonstration](#) version of the software that you can use to complete the lessons. However, you cannot save files with the demonstration version, so you should skip over those steps in the lessons.

1

The Concepts

The Steps

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1

The Concepts

What's Ahead

QuarkXPress is electronic publishing software. You can use it to create any kind of publication, from black-and-white business cards to multicolor magazines. To use QuarkXPress effectively, you need to understand some basic concepts.

This lesson will introduce you to concepts and interface features that are fundamental to QuarkXPress. To see the finished document, open the QuarkXPress file called “Color Final.qxt” in the “Lesson 1” folder.

Opening an Existing Document

In this task you'll open a partially completed page from an article about color. Later you'll examine important concepts and interface conventions as you complete the page.



Keyboard Commands for Mac OS:

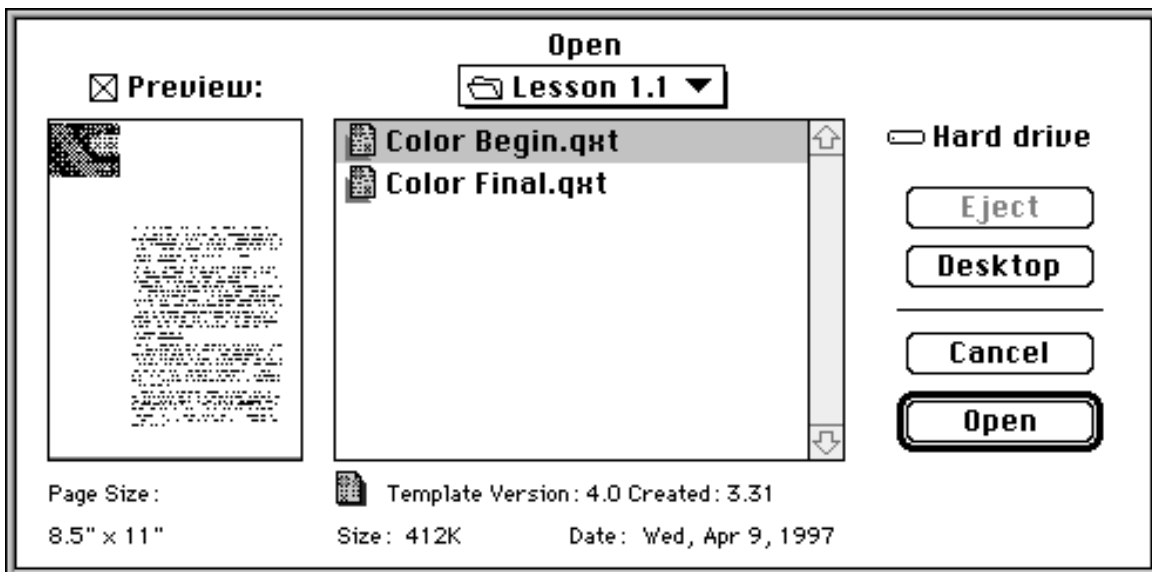
Open⌘+O
 Fit in Window⌘+0 (zero)
 Save⌘+S
 Save as⌘+⇧+S



Keyboard Commands for Windows:

OpenCTRL+O
 Fit in WindowCTRL+0 (zero)
 SaveCTRL+S
 Save asCTRL+ALT+S

- 1 **Launch QuarkXPress:** If QuarkXPress isn't running, locate the QuarkXPress icon and double-click it.
- 2 **Display the Open dialog box:** Choose File → Open.

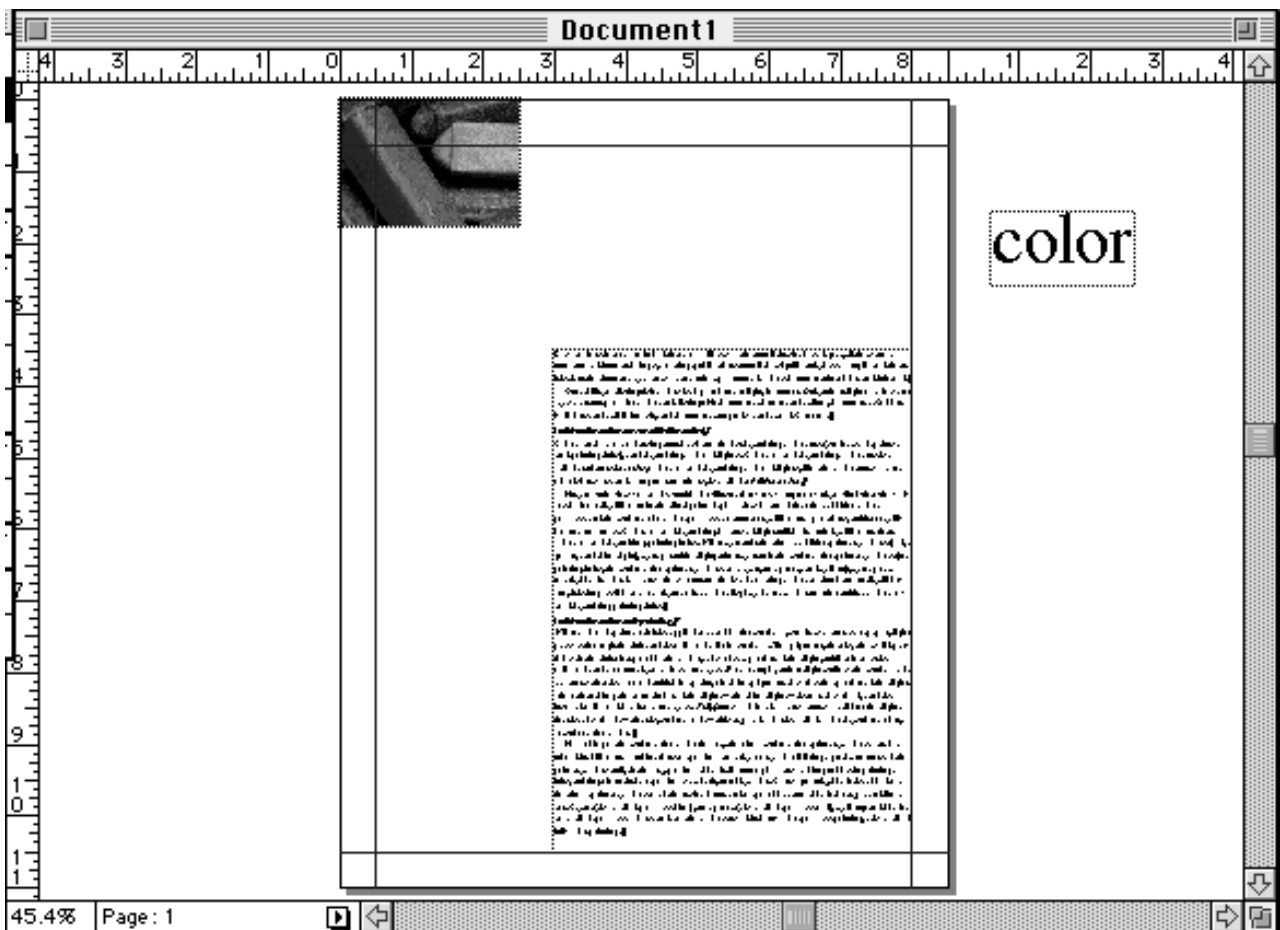


The **Open** dialog box shows the QuarkXPress version that created a document and the document type.

3 Open the “Color Begin.qxt” file: Open the “Module 1” folder, then open the “Lesson 1” folder. Select the “Color Begin.qxt” template and click **Open**.

!!! If the **Nonmatching Preferences** dialog box displays, click **Keep Document Settings**. If the **Missing Fonts** dialog box displays, click **Continue**. A new document based on the template appears in the document window.

4 Change the document view: If you can’t see the entire document page and the pasteboard surrounding it, choose **View → Fit in Window**. The document page is centered in the document window.





The pasteboard surrounding each page or spread can be used to store QuarkXPress elements. Items on the pasteboard, such as the dotted rectangle containing the word “color,” won’t print unless they overlap a document page.


5 Save the document in the Student Files folder: Choose **File → Save as** to display the **Save as** dialog box. Locate and open the folder in which you want to save the file.

Enter a descriptive name for the file such as “My Color Doc.qxd.” (Use the three-character extension “.qxd” in the name.)

Verify that the **Type** is **Document(s)** and the **Version** is **4.0**, then click **Save**.

 **Opening templates:** When you open a template, QuarkXPress creates a new copy of the original document for you to work on. This lets you make changes to the copy without affecting the original. (Therefore, all QuarkEd lesson files are saved as templates.) If you want to apply changes to a template, simply use the same name and replace the existing file.

 **Fitting a spread in the document window:** You can fit an entire spread and the pasteboard in the document window by pressing Option/ALT while choosing **Fit in Window**.

 **Naming files:** Adding the “.qxd” extension to file names ensures that both Mac OS and Windows will recognize the files as QuarkXPress documents. (Windows adds extensions to file names automatically, but you can also enter them manually as you would on Mac OS.) The “.qxt” extension identifies files as QuarkXPress templates.

Examining the Tool Palette

Often, you can use menu commands, keyboard commands, or palettes to perform the same task. Palettes are movable windows that contain related controls or tools. Two of the most frequently used QuarkXPress palettes are the **Measurements** palette and the **Tool** palette. In this task you'll examine the **Tool** palette.



Keyboard Commands for Mac OS:

Show/Hide ToolsF8
 Application Preferences⌘+⌥+⇧+Y



Keyboard Commands for Windows:

Show/Hide ToolsF8
 Application PreferencesCTRL+ALT+SHIFT+Y

- 1 **Display the Tool palette:** If the **Tool** palette isn't open, choose **View → Show Tools**.

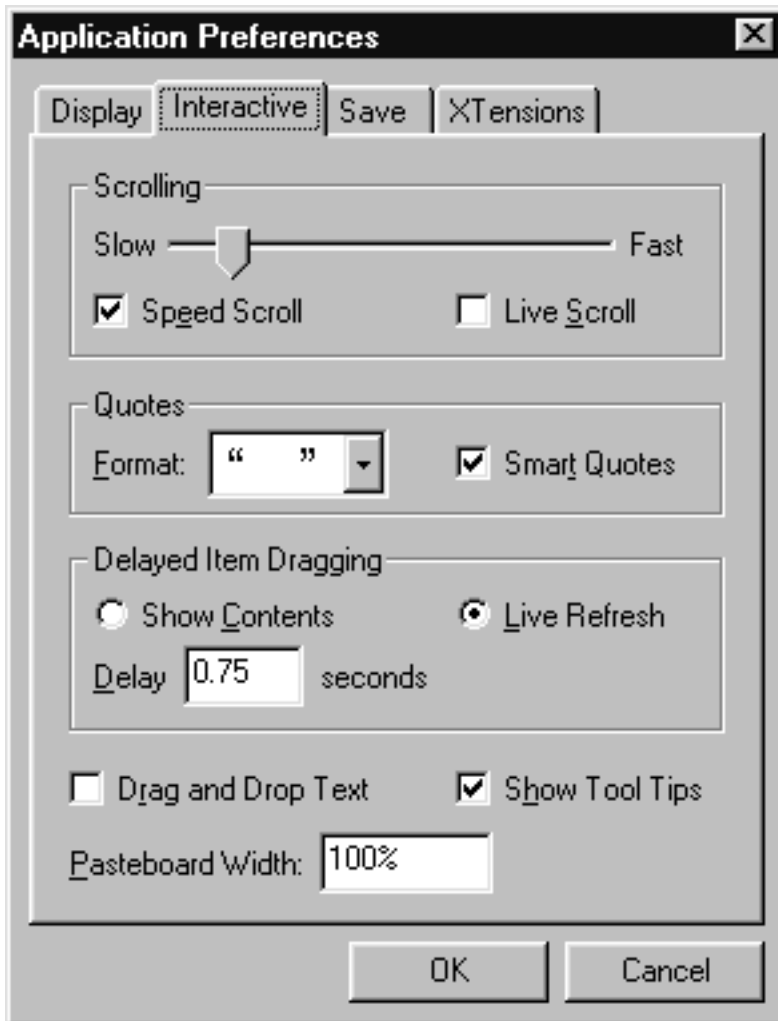


Tools create and edit elements such as text boxes, picture boxes, lines, text paths, text, and pictures. When you click a tool to select it, its icon is highlighted.

- 2 Open the Application Preferences dialog box and enable Tool Tips:
Choose Edit → Preferences → Application.

Click the **Interactive** tab.

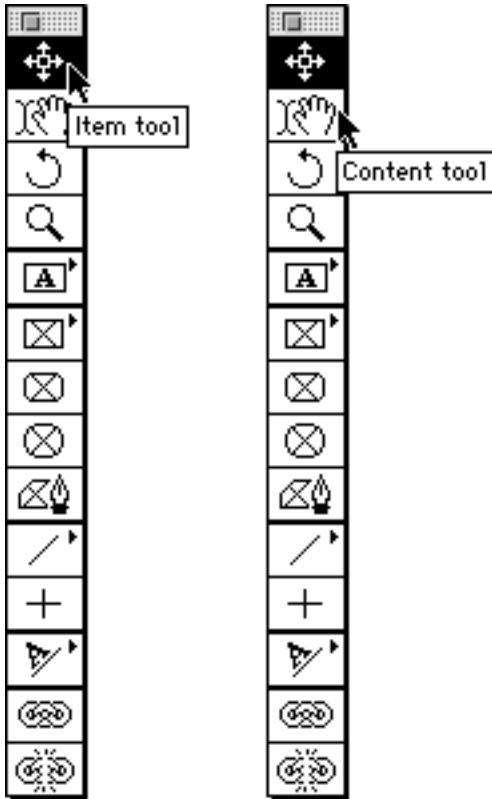
In the lower right of the tab, locate the **Show Tool Tips** box and make sure it's checked. Click OK.



The **Interactive** tab lets you control many of the ways you interact with QuarkXPress.

- 3** **Display tool names:** Move the pointer over a tool in the **Tool** palette to display its name. There may be a slight delay before the tool name appears.


Place the cursor over other tools to display their names. You'll learn what each tool does as you use it.




When the pointer is placed over a tool, its name displays whether or not the tool is selected.

- 4** **Look at the “pop-out” tools:** Click and hold one of the tools with a small arrow in its upper right corner (for example, the Rectangle Text Box tool ).

Notice the additional tools. “The Details” section of this lesson explains how you can customize the **Tool** palette by adding hidden tools or removing some of the existing ones.

 **Moving the Tool palette:** By default, the **Tool** palette appears to the left of the document window, but it can be moved by dragging the shaded bar at the top of the palette.

 **Turning off Tool Tips:** Once you become familiar with QuarkXPress, the **Tool Tips** may get in your way. To turn the feature off, simply uncheck **Show Tool Tips** in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** menu).

Creating Guides

Guides are nonprinting lines used to position items on a page. You specify margin guides when you create a new document. For positioning page elements, you can drag ruler guides onto a document page from the rulers. In this task you'll create horizontal and vertical ruler guides.



Keyboard Commands for Mac OS:

Show/Hide Rulers ⌘+R
 Show/Hide Guides F7






Keyboard Commands for Windows:

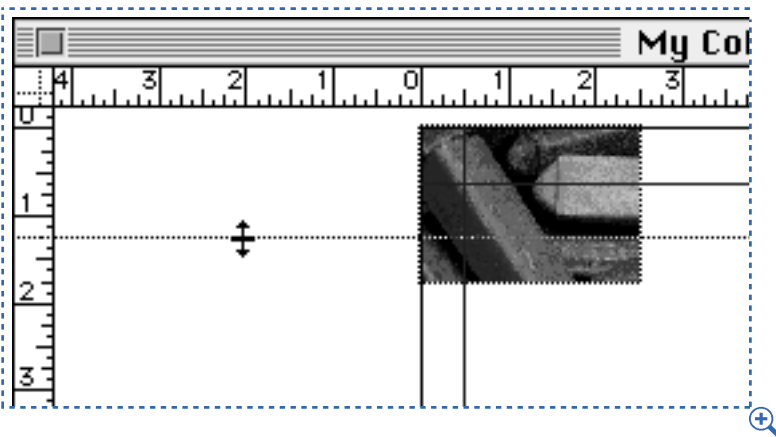
Show/Hide Rulers CTRL+R
 Show/Hide Guides F7

1 **Display Rulers and Guides:** If rulers aren't showing choose **View → Show Rulers**. Rulers appear at the top and left of the document window.


If guides aren't showing choose **View → Show Guides**. Margin Guides appear around the edges of the document page.


2 **Create a horizontal guide:** Click the Item tool  in the **Tool** palette. Move the Arrow pointer  over the ruler at the top of the document window.

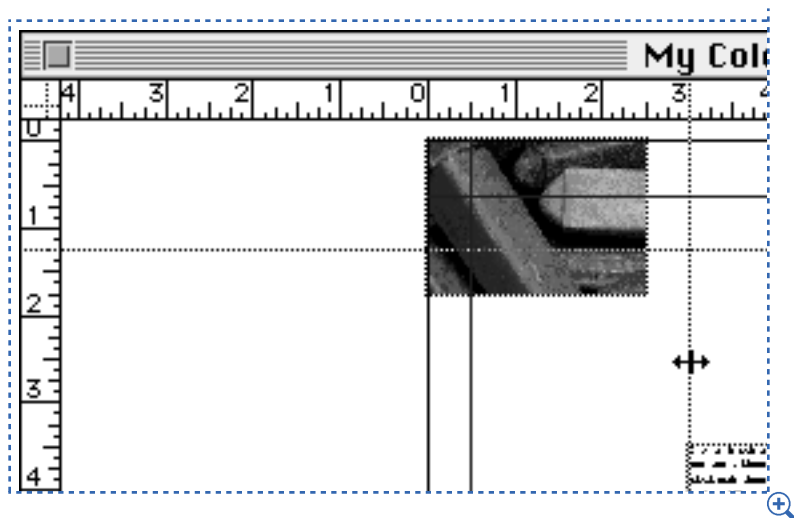
Click the ruler to display the  pointer and drag approximately 1.25" down the document page (use the left ruler as a reference). When you release the mouse button, a horizontal guide displays.




Nonprinting guides can be pulled from the rulers at the top and left of the document page when the **Show Guides** command (**View** menu) is enabled.


- 4** **Create a vertical guide:** Move the Arrow pointer  over the ruler at the left of the document window.

Click the ruler to display the  pointer and drag approximately 3" across the document page (use the top ruler as a reference). When you release the mouse button, a vertical guide displays.



Ruler guides appear as green lines by default, but you can assign other colors to them in the **Display** tab in the **Application Preferences** dialog box.

 **Identifying guides:** By default, on color monitors, margin guides are displayed as blue lines and ruler guides are displayed as green lines. QuarkXPress automatically places margin guides in all new documents. You specify their position in the **Margin Guides** fields in the **New Document** dialog box. Ruler guides are guides that you create by dragging them off the horizontal and vertical rulers.

 **Displaying ruler guides:** You can control whether ruler guides display **In Front** or **Behind** QuarkXPress elements using the **Guides** menu in the **General** tab of the **Document Preferences** dialog box.

Navigating through QuarkXPress

The QuarkXPress document window functions like windows in most other Mac OS and Windows applications. You move and resize document windows as you would any other program's windows. In this task you'll learn to navigate *within* a QuarkXPress window — within a page and from page to page.



Keyboard Commands for Mac OS:

Page Grabber Hand ⌘
 Go to Page ⌘+J

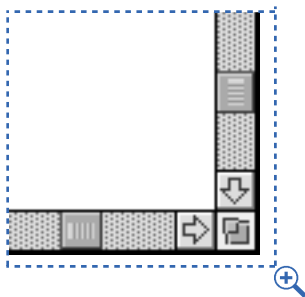


Keyboard Commands for Windows:

Page Grabber Hand ALT
 Go to Page CTRL+J

1 Use the scroll bars to move the page around: Click the arrows on the bottom and right sides of the document window, then try dragging the box inside the scroll bars.

This moves the page around. In documents with multiple pages, the scroll bars let you navigate to other pages as well.



The arrows and boxes in the scroll bars allow you to move around within a page or document.

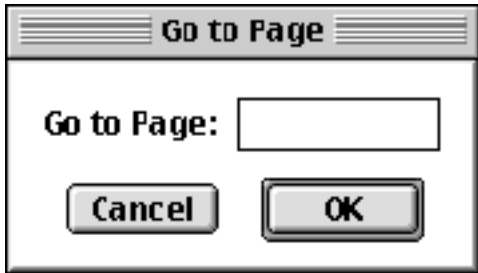
2 Use the Page Grabber Hand to move around within the page: Press Option/ALT to display the Page Grabber Hand ⌘. Move the mouse around to move the page.

3 Locate the Go to Page dialog box: Choose Page → Go to. You can enter page numbers in this dialog box to quickly jump to another page.


Since this document has only one page, click **Cancel**.

- 4** | **Locate the go-to-page pop-up menu:** In the lower left corner of the document window, locate the small triangle ▾ (next to the far left scroll arrow).


Click the arrow to display icons for the master pages and document pages. Selecting a page icon displays that page in the document window.



The go-to-page pop-out menu provides a quick, visual method for switching pages in a document.

-  | **Switching pages in a document:** The **Document Layout** palette (View menu) displays an icon for each master page and document page in a document. Double-clicking an icon displays that page in the document window. As you become more familiar with QuarkXPress, you'll discover favorite keyboard commands that allow you to navigate between pages as well.

Working with Items

The distinction between “items” and “contents” is fundamental to QuarkXPress. “Items” are text boxes, text paths, picture boxes, and lines. Text and picture-related items support contents. “Contents” are text and pictures. Before you can add text to a document, you must create a text box or a text path to contain it. Before you can add pictures, you must create a picture box. To manipulate items, you’ll usually need to select the Item tool . In this task you’ll move and resize an existing text box.





Keyboard Commands for Mac OS:

Snap to Guides ⌘+F7



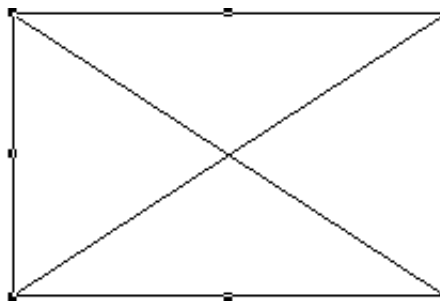
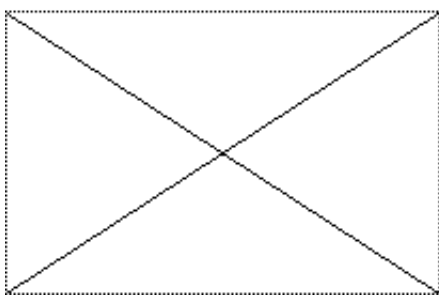
Keyboard Commands for Windows:

Snap to GuidesSHIFT+F7


- 1** | **Select the Item Tool **: If necessary, click the Item tool  in the Tool palette.
- 2** | **Select a text box:** Click the text box on the pasteboard containing the word “color.” When you click the text box, it becomes active — the border becomes solid, and resizing handles appear at each corner and on each side.

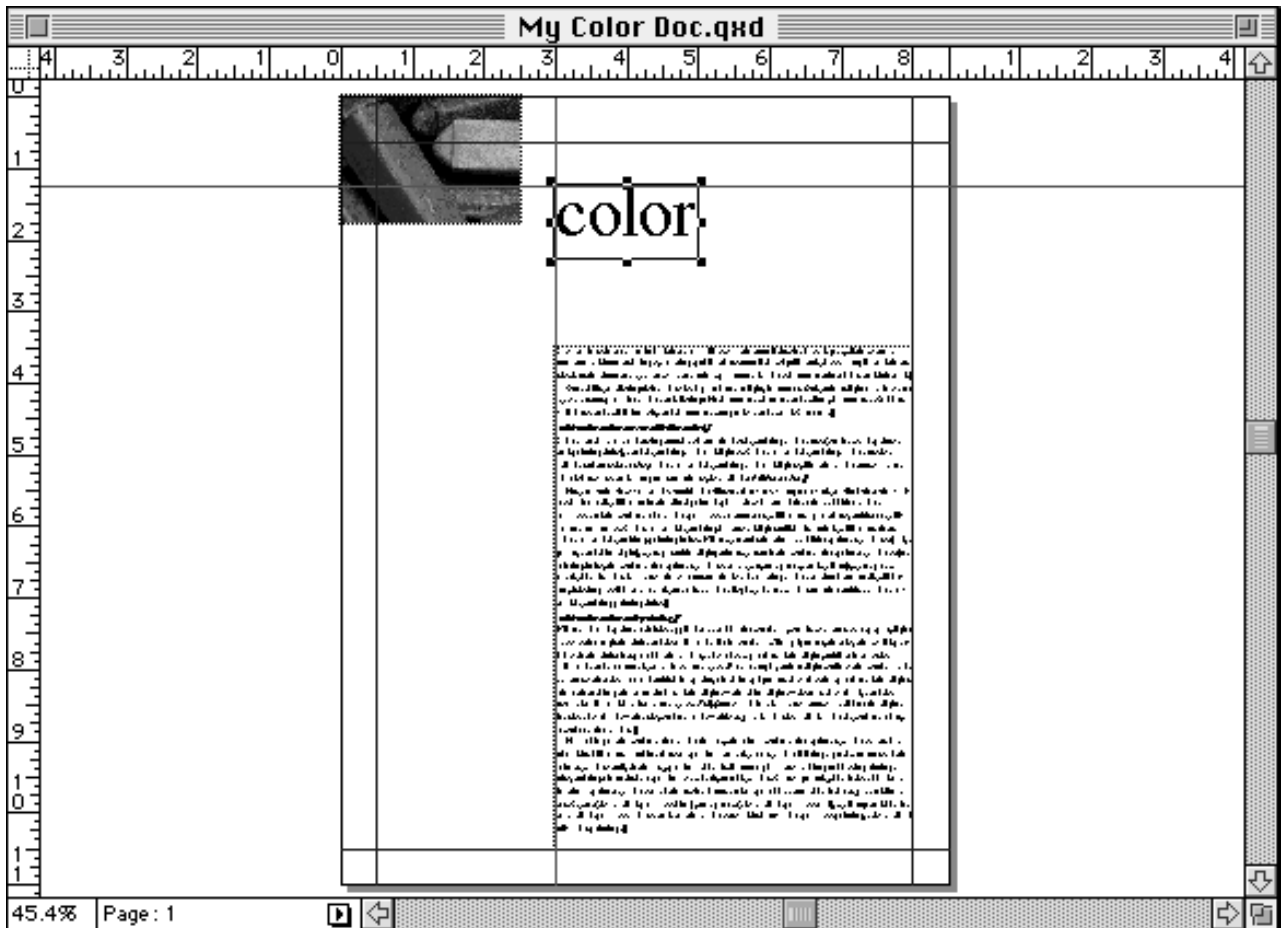


A dotted outline depicts inactive boxes when guides are enabled (left). Active boxes display solid borders and resizing handles (right).





For comparison with the text boxes above, this example shows an inactive picture box (left) and an active picture box (right).

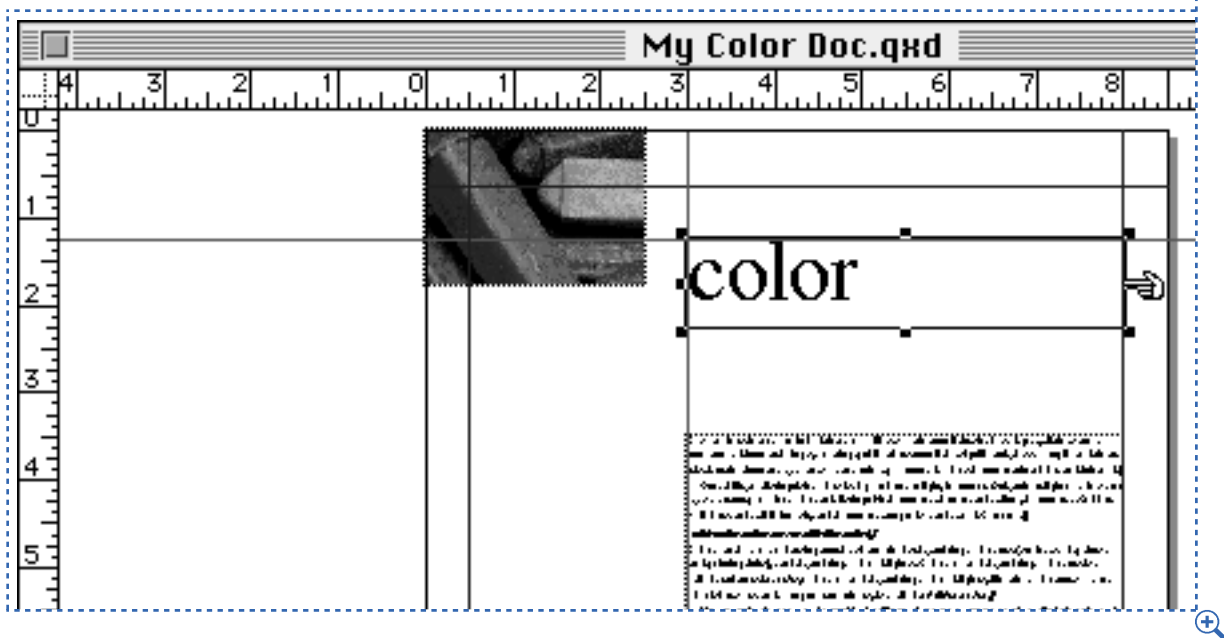
- 3 **Enable the Snap to Guides feature:** Choose the **View** menu and make sure a checkmark appears beside **Snap to Guides**. Because this command “toggles” on and off, don’t highlight it if it is already checked.
- 4 **Move the “color” text box to the document page:** Using the Item tool  to drag the text box, align its upper left corner with the guides you created earlier. As you drag the text box into position, it “snaps” to the guides.




The “color” text box is positioned on the document page.







- 5** **Resize the text box:** Move the Item tool  over the resizing handle on the right side of the text box to display the Resizing pointer .


Drag the resizing handle to the right margin guide. As you drag the handle, the text box gets wider and its right side snaps to the margin guide.




The text box is extended to the right margin guide.

-  **Distinguishing text boxes from picture boxes:** When Guides are showing, an empty picture box can be distinguished from an empty text box by the “X” pattern in the picture box.

-  **Switching between the Item and Content tool:** To toggle between the Item  and Content  tools press Shift+F8. When the Content tool  is selected, you can select the Item tool  temporarily by pressing /CTRL.

-  **Snapping items to guides:** The **Snap to Guides** feature helps you quickly align items with ruler guides and page guides. When **Snap to Guides** is checked and you drag an item within the snap distance, the item seems to “jump” to the guide. The **Snap Distance** is specified in pixels in the **General** tab of the **Document Preferences** dialog box.

Modifying Items

The **Modify** dialog box lets you change several specifications for an active item in a single dialog box. Like many menus, windows, and palettes in QuarkXPress, the **Modify** dialog box is context-sensitive so its tabs vary depending on the active item. In this task you'll resize a text box using the **Modify** dialog box instead of the Item tool .



Keyboard Commands for Mac OS:

Actual Size⌘+1
 Modify⌘+M

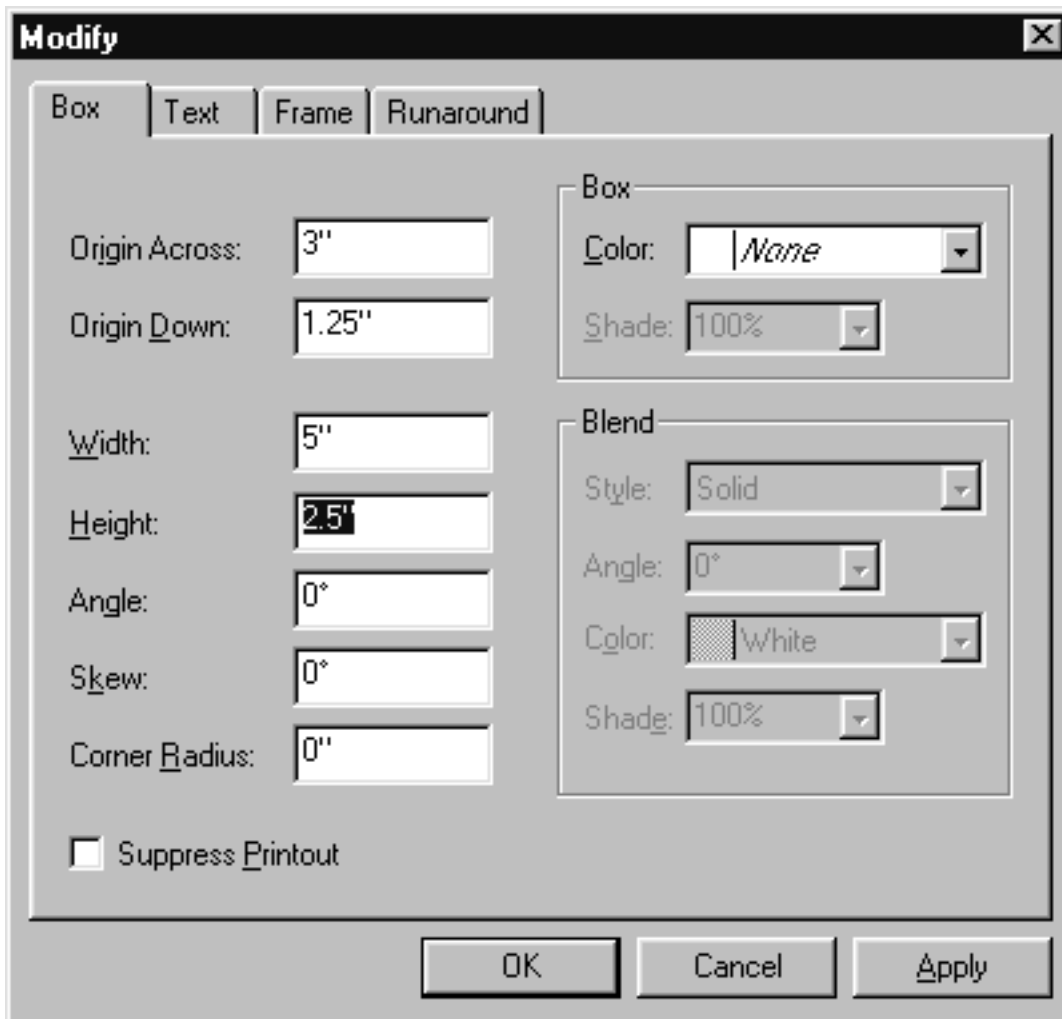


Keyboard Commands for Windows:

Actual SizeCTRL+1
 ModifyCTRL+M

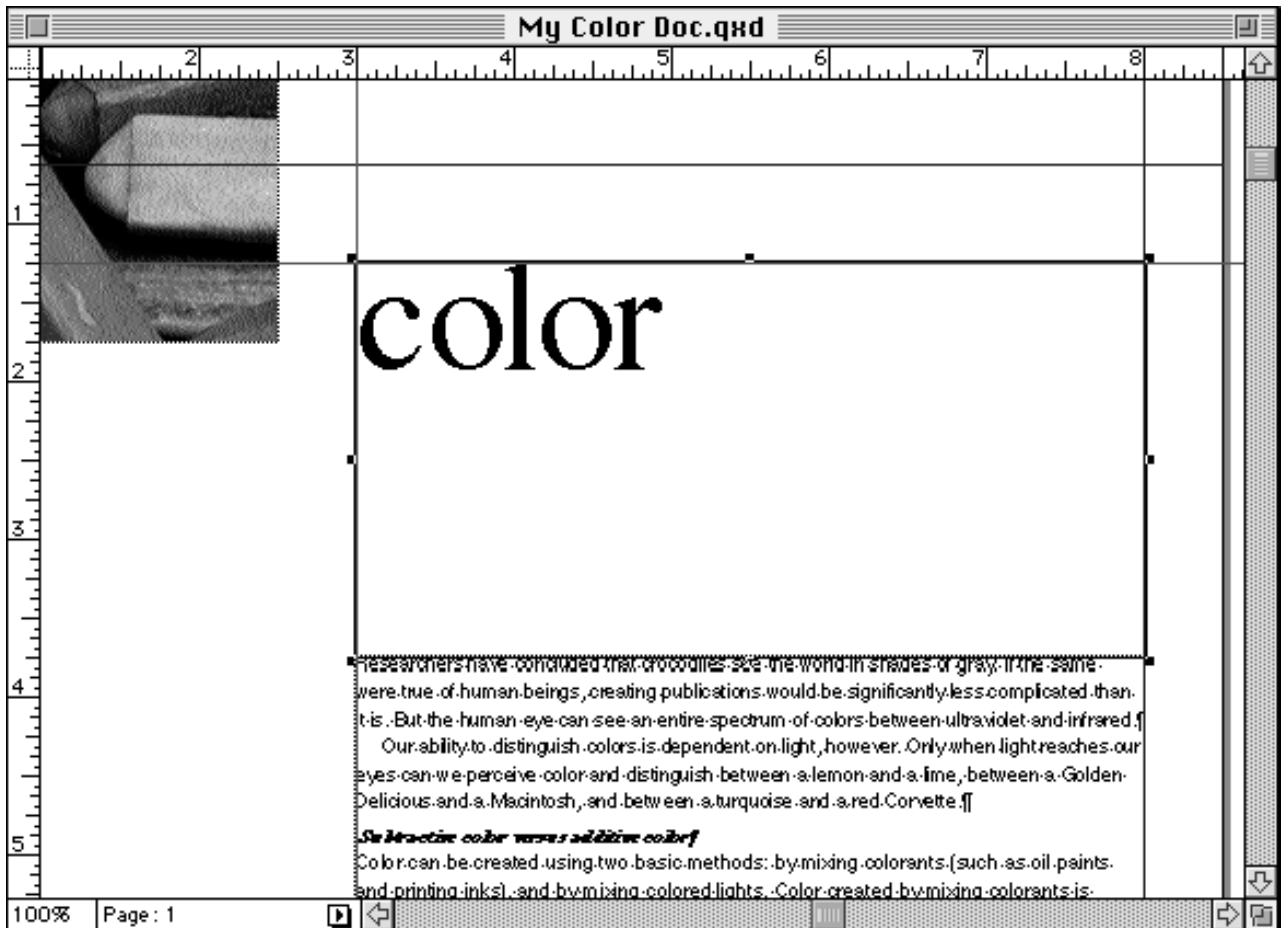
1 | Display the document at actual size: Choose **View** → **Actual Size**.

- 2** Open the **Modify** dialog box: If necessary, click to activate the text box, then choose **Item** → **Modify**.





Tabs in the **Modify** dialog box vary depending on the type of item that is active.

- 3** Change the height of the text box: Enter 2.5 in the **Height** field of the **Box** tab, then click **OK**.





The height of the text box increases to 2.5".

 **Navigating through fields:** To highlight the next field in a palette or dialog box press the Tab key. To highlight the previous field, press Shift+Tab.

 **Navigating through tabs:** To display the next tab in a dialog box on Mac OS, press ⌘+Tab. To highlight the previous tab in a dialog box, press ⌘+Shift+Tab. To display the next tab in a dialog box on Windows, press CTRL+TAB. To highlight the previous tab in a dialog box, press CTRL+SHIFT+TAB.

Working with Contents

To manipulate contents, select the Content tool . In this task you'll use the Content tool  to highlight text, then you'll modify the text using commands in the **Style** menu.






Keyboard Commands for Mac OS:

Centered Alignment ⌘+⇧+C
Other Size (font) ⌘+⇧+⌘

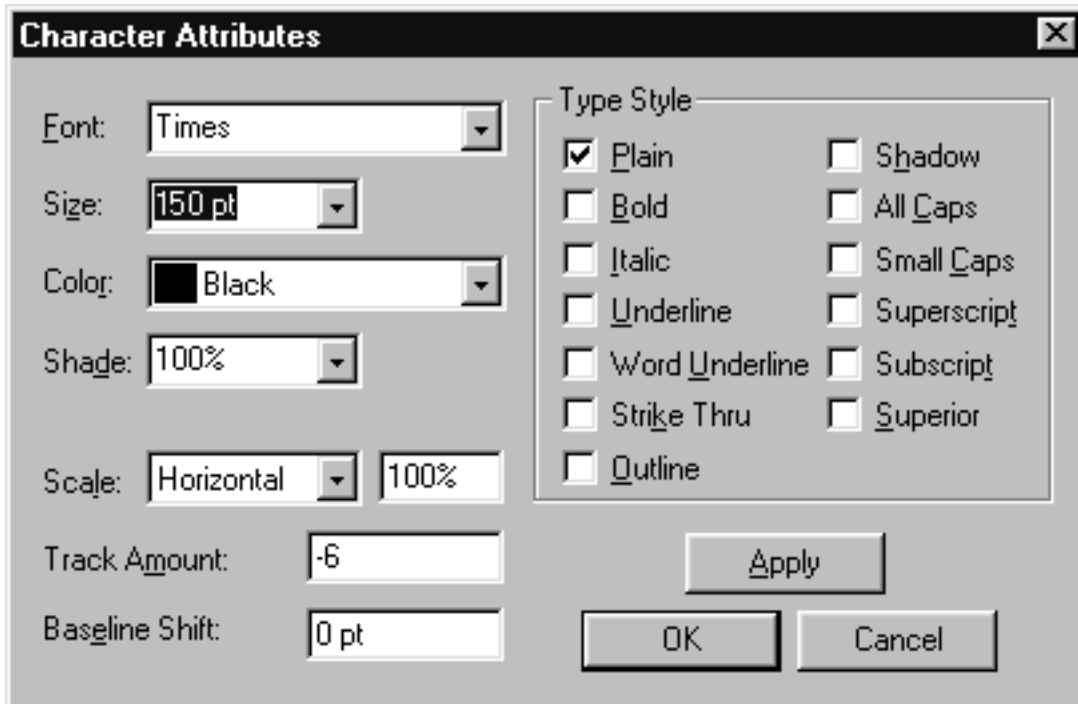


Keyboard Commands for Windows:

Centered AlignmentCTRL+SHIFT+C
Other Size (font)CTRL+SHIFT+⌘

- 1** | **Select the Content tool **: Click the Content tool  in the **Tool** palette.
- 2** | **Change the text alignment**: Click and drag the Content tool  over the word “color” to highlight it, then choose **Style** → **Alignment** → **Centered**.

- 3** Change the font size: Make sure the text is still highlighted, then choose **Style** → **Size** → **Other**. The **Character Attributes** dialog box opens with the **Size** field highlighted.



From the **Style** menu you can choose preset font sizes in the **Size** submenu, or choose **Other** to set font sizes manually in the **Character Attributes** dialog box.

Enter 150 in the **Size** field.

Click **OK**.

Using the Measurements Palette

The **Measurements** palette lets you modify many item and content attributes. Generally, the left side of the palette lets you modify items and the right side lets you modify contents. In this task you'll use the **Measurements** palette to resize a picture box and modify the picture it contains.



Keyboard Commands for Mac OS:

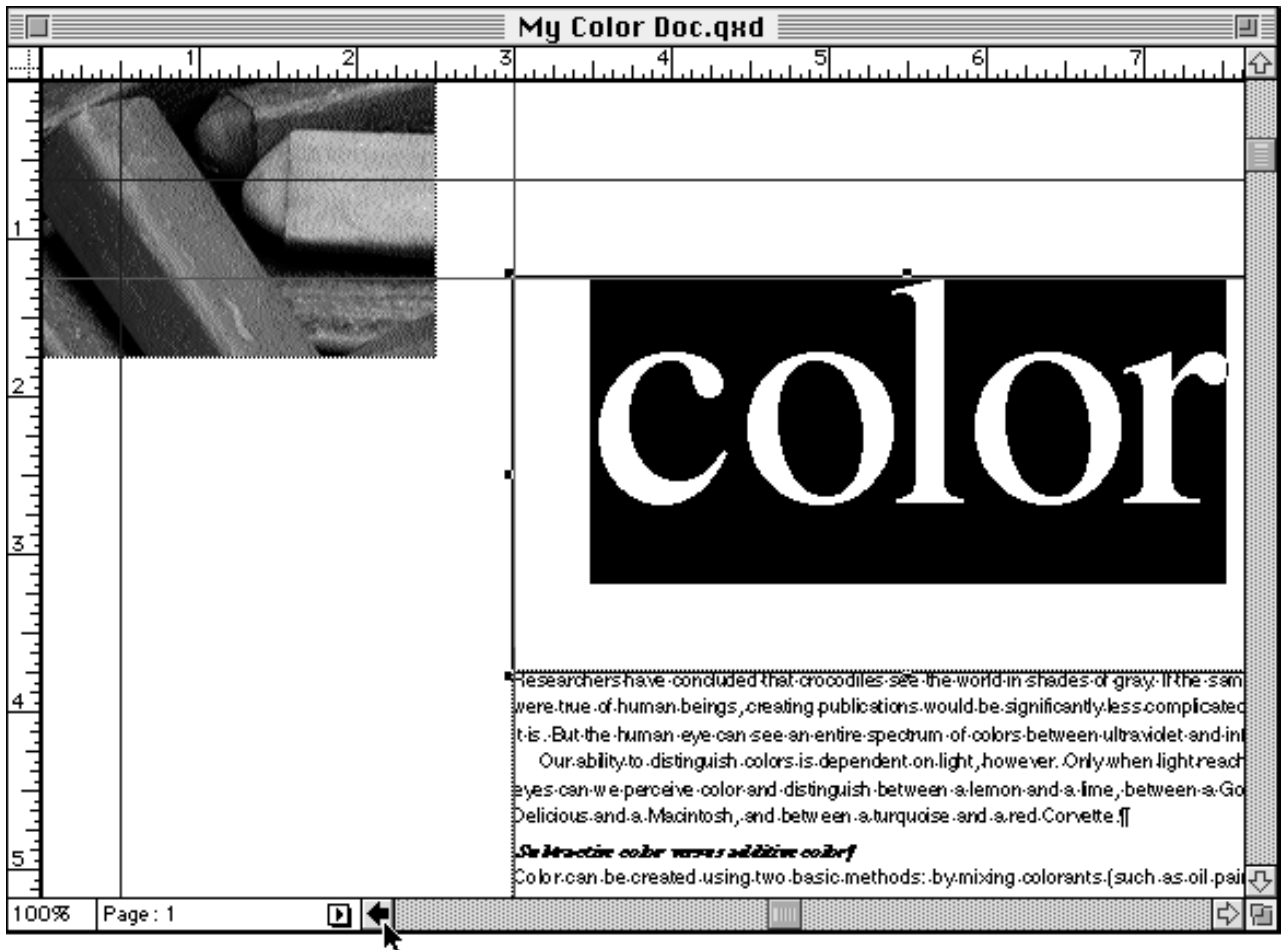
Show/Hide Measurements	.F9
Show/Hide Guides	.F7
Fit in Window	.⌘+0 (zero)
Close	.⌘+W





Keyboard Commands for Windows:

Show/Hide Measurements	.F9
Show/Hide Guides	.F7
Fit in Window	.CTRL+0 (zero)
Close	.CTRL+F4



- 1** Scroll to see the existing picture box containing an image of artists' pastels: If necessary, click the horizontal scroll arrows to scroll across the page or the vertical scroll arrows to scroll up or down the page.



The existing picture box is shown in the upper left corner of the document window.

- 2** Select the picture box: Using either the Item tool  or Content tool , click the picture box.
- 3** If necessary, display the Measurements palette: Choose View → Show Measurements.

Using the shaded bar at the left of the Measurements palette, drag it to a convenient location such as the bottom of the screen.

4 **Resize the picture box:** Using either the Item tool  or Content tool , click and drag the pointer over the value in the **H** field of the **Measurements** palette to highlight it.

Enter 3.75, then press Return/ENTER↵.



The **H** field reflects the height of the picture box.

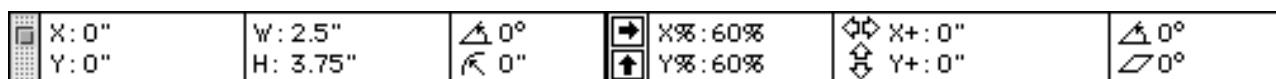
5 **Resize the picture:** Click and drag the pointer over the value in the **X%** field (100%) on the right side of the **Measurements** palette to highlight it.

Enter 60 to scale the picture horizontally.

Press Tab to highlight the value in the **Y%** field (100%) on the right side of the **Measurements** palette.

Enter 60 to scale the picture vertically.

Press Return/ENTER↵.




The **X%** and **Y%** fields reflect the scale of the picture.

6 **Hide the document's guides:** Choose **View** → **Hide Guides**.

7 **Change the document view and deselect the picture box:** Choose **View** → **Fit in Window**, then click the pasteboard to see the results of your changes.

8 **Close and save the document:** Choose **File** → **Close**. If you haven't recently saved your document, a dialog box asks you to save it. Click **Yes**.

 **Sizing and positioning items using the Measurements palette:** Items may be precisely sized or positioned by highlighting fields in the **Measurements** palette, then entering desired values. To highlight a field, click and drag the pointer over it or double-click the field.

 **Checkpoint**

Confirm your new skills — then try them out. If you have any questions, ask your instructor or consult “The Details” section of this lesson.

How are you doing?

Make sure you can:


- Open an existing document
- Save a document
- Create and use guides
- Determine which tools are text-related and which are picture-related
- Determine which tools or menus you would use to manipulate items or contents
- Manipulate items and contents using the **Measurements** palette

On your own

Experiment with new documents or open some of the other lesson files.

Try the following:

- Create a few more vertical and horizontal guides by dragging them off the rulers.
- Move guides or drag them off the page — notice what happens in the **Measurements** palette as you move guides.
- Try turning **Snap to Guides** (**View** menu) on and off, then move items toward guides — notice the difference **Snap to Guides** makes.
- Select a text box that contains a lot of text and change the font size or the alignment.

 The lesson files are all templates, which means you can open copies of them without affecting the original files.

Documents

QuarkXPress lets you create documents from scratch, build documents based on existing templates, and work with previously saved documents. Documents can consist of single pages or spreads with left- and right-facing pages.




Opening files

QuarkXPress allows you to have up to 25 documents, templates, or libraries open at one time. Using the current version of QuarkXPress, you can open documents saved in version 2.1 or later. To open a file, use the **Open** command in the **File** menu.

- If your document contains preference settings that are different from those in your *XPress Preferences* file, the **Nonmatching Preferences** dialog box opens. To use settings saved with the document, click **Keep Document Settings**. To update the document to the *XPress Preferences* on your machine, click **Use XPress Preferences**. Updating settings could cause text to reflow.
- If your document contains fonts not installed on your system, the **Missing Fonts** dialog box displays. If you click **Continue**, QuarkXPress automatically displays system fonts for the missing fonts. The fonts specified in the document don't change. To display a list of missing fonts, click **List Fonts**; then you can choose other fonts to permanently replace them.

The pasteboard


The pasteboard is a nonprinting area that surrounds individual pages and spreads. The pasteboard can be used as a work area, a temporary storage area, or to “bleed” items off a page. The pasteboard works as follows:

- Scroll left or right to view the pasteboard. Create, position, or group items on the pasteboard just as you would on a document page.
- To move an item from the pasteboard to a document page or another pasteboard, select the Item tool , click the item; then drag it into position.
- When you create a horizontal ruler guide and release the  pointer over the pasteboard, the guide displays across the pasteboard and all the pages in a spread. If you release the  pointer over a document page, the guide displays only on the page.
- *Bleed* is the term used to describe items that are printed to the edge of a finished page. To create a bleed item, extend the item from a document page onto the pasteboard. Once a document with bleed elements is reproduced on press, a commercial printer can trim it to its finished page size.

Saving documents

The **Save** command records changes to your documents. When you choose **Revert to Saved**, QuarkXPress discards the changes made since the last time you saved. The **Save as** command lets you name and save a new document or create a copy of an existing document. To use **Save as**:

- Choose **Save as** (**File** menu). Use the controls in the dialog box to specify a location for the new document file, then enter a name for the document in the **Save current document as** field.
- Choose a QuarkXPress file format version from the **Version** menu. Earlier versions of QuarkXPress are unable to open documents saved in the current version. Items based on features exclusive to the current version will be modified or stripped from documents saved in the 3.3 format.
- On Mac OS, check **Include Preview** to create a thumbnail preview of the document for display in the **Open** dialog box; then click **Save**.

 **Customizing the pasteboard width:** To adjust the width of the pasteboard, click the **Interactive** tab of the **Application Preferences** dialog box, then enter a value in the **Pasteboard Width** field. **Pasteboard Width** is measured as a percentage of the document width. You can specify a value from 0% to 100%. At least .5" of pasteboard will always surround document pages and the pasteboard width cannot exceed 48". The default width value is 100%.

Tool Palette

The tools in the **Tool** palette are used to create and edit many elements in QuarkXPress, including text boxes, picture boxes, lines, text paths, text, and pictures. The tool you select determines which QuarkXPress commands are available.

- To display the **Tool** palette, choose **View** → **Show Tools**. The **Tool** palette remains open until you close it. To close the **Tool** palette, choose **View** → **Hide Tools** or click the close box.
- To select a tool, click it. Press \mathbb{A} +Tab/CTRL+ALT+TAB to select the tool below the current tool; press \mathbb{A} +Shift+Tab/CTRL+ALT+SHIFT+TAB to select the tool above the current tool.
- To specify default settings for magnification and item creation through the **Tools** tab of the **Document Preferences** dialog box, choose **Edit** → **Preferences** → **Document**. You can also access the **Tools** tab by double-clicking an item creation tool or the Zoom tool \mathcal{Q} . Tool preferences apply to the active document; if no documents are open, tool preferences become application defaults.






Keyboard Commands for Mac OS:



Show/Hide ToolsF8
Show/Hide individual tool⌘+click
Select next tool⌘+Tab
Select previous tool⌘+⇧+Tab
Keep tool selected⌘+click
Page Grabber Hand \mathbb{A} *⌘
Zoom in pointer \mathcal{Q}⌘
Zoom out pointer \mathcal{Q}⌘+⌘

*The Page Grabber Hand \mathbb{A} is not accessible when the Zoom tool \mathcal{Q} is selected or when Caps Lock is enabled.




Keyboard Commands for Windows:


Show/Hide ToolsF8
Show/Hide individual toolCTRL+click
Select next toolCTRL+ALT+TAB
Select previous toolCTRL+ALT+SHIFT+TAB
Keep tool selectedALT+click
Page Grabber Hand  *ALT
Zoom in pointer CTRL+SPACE
Zoom out pointer ALT+CTRL+SPACE

*The Page Grabber Hand  is not accessible when the Zoom tool  is selected.

Default Tool palette


The basic function of each tool in the **Tool** palette is described below:






 Item tool selects, moves, resizes, and reshapes items (boxes, lines, text paths, and groups), and reshapes clipping and runaround paths.

 Content tool imports and edits text and pictures, and imitates most Item tool functionality.

 Rotation tool rotates items visually rather than numerically.

 Zoom tool enlarges or reduces the document view.

 Rectangle Text Box tool creates a rectangular text box; provides access to other text box tools.

, , ,  Picture Box tools create a rectangle, rounded-corner, oval, or Bézier picture box; the Rectangle Picture Box tool  provides access to other picture box tools.



 Line tool creates straight lines of any angle; provides access to other line tools.

 Orthogonal Line tool creates perfectly horizontal or vertical straight lines.







 Line Text-Path tool creates a straight line of any angle, that supports text; provides access to other text-path tools.

 Linking tool establishes text chains among text boxes or text paths.

 Unlinking tool breaks links among text boxes or text paths.



 Page Grabber Hand (not displayed in palette) scrolls a page in any direction. To use, press Option/ALT — except when the Zoom tool  is selected, and on Mac OS when Caps Lock is enabled.

Pop-out tools

, , , , ,  Text Box tools create a rounded-corner, concave-corner, beveled-corner, oval, Bézier, or freehand Bézier text box.

, ,  Picture Box tools create a concave-corner, beveled-corner, or freehand Bézier picture box.

,  Line tools create a Bézier line or freehand Bézier line.



, ,  Text-Path tools create an orthogonal, Bézier, or freehand Bézier text path.

Customizing the Tool palette

QuarkXPress lets you customize the **Tool** palette by rearranging, hiding, and adding tools. Many tools are condensed under “pop-outs” indicated by a triangular arrow on the tool icon.



- To display pop-out tools, click and hold a tool that has an arrow on its icon.
- To select a pop-out tool and replace a tool on the main palette, click the tool on the main palette and drag to the pop-out tool.
- To add a pop-out tool to the main palette, press Control/CTRL while you select the tool from a pop-out.
- To hide a tool, press Control/CTRL while you click that tool. At least one tool from each pop-out must remain on the main palette.
- When you quit QuarkXPress, your current tool arrangement is saved in the *XPress Preferences* file. The next time you launch QuarkXPress, your **Tool** palette will be just as you left it.

Item and Content Tools

When the Item tool  is selected, you can cut, copy, and paste picture boxes, lines, text paths, and groups. When the Content tool  is selected, you can cut, copy, paste, clear, and edit text or pictures.

Features specific to the Item tool

When the Item tool is selected you can:





- Cut, copy, or paste active items entirely. (This is also possible when any other tool is selected except the Content tool .)
- Delete active Bézier points using the Delete/BACKSPACE key.
- Move active items using arrow keys.
- Activate a group by selecting only one of its items.
- Change the line attributes of an active text path. (This is also possible when any other tool is selected except the Content tool .)

Features specific to the Content tool

When the Content tool is selected you can:




- Cut, copy, paste, or clear highlighted text or cut, copy, paste, or clear pictures in active picture boxes. The boxes themselves are unaffected.
- Edit and apply attributes to existing text or import new text into an active text box or text path.



I-beam pointer

When the Content tool is over a selected text box or text path, the I-beam pointer  displays. Click the I-beam pointer to place the Text Insertion bar  where you want to import or edit text. You cannot place the Text Insertion bar  below existing paragraphs. To highlight text, drag the I-beam pointer  over it.

You can edit highlighted text using the **Style** menu, the **Measurements** palette, keyboard commands, or the **Text** tab of the **Modify** dialog box (Item menu).

Text Insertion bar

When you click the I-beam pointer  in a text box or path, a blinking Text Insertion bar  displays. This is the text insertion point. If you create a new text box, the Text Insertion bar  displays automatically at the top of the box.

You can enter text at the text insertion point by typing or choosing **Get Text** (**File** menu). You can delete text preceding this point by pressing Delete/BACKSPACE. To reposition the Text Insertion bar , use the arrow keys on the keyboard or click with the I-beam pointer .

Picture Mover pointer

When the Content tool is over an active picture box that contains a picture, the Picture Mover pointer displays. To move the picture, drag the Picture Mover pointer in any direction, or use the arrow keys on the keyboard.

You can edit a picture using the **Style** menu, the **Measurements** palette, keyboard commands, or the **Picture** tab of the **Modify** dialog box (**Item** menu).

Features common to the Item tool and the Content tool

You can use either the Item tool or the Content tool to:

- Select and manipulate boxes, lines, and text paths.
- Import and apply styles to pictures.

Arrow pointer

When you select the Item or Content tool, the Arrow pointer displays. To select an item, click it with the Arrow pointer; to select multiple items, press the Shift (⇧) key while you click them.

Marquee

With either the Item or Content tool selected, you can access a standard Marquee pointer to select multiple items. Begin by pressing the mouse button outside any item boundaries, then drag the Marquee over multiple items. To add or remove an item, press the Shift (⇧) key while you click the item.

Resizing pointer

When the Item or Content tool is over a bounding box handle of an active item, the Resizing pointer displays. To enlarge or reduce an item, drag the handle using the Resizing pointer.

You can scale the contents of a box or text path, while you resize the item itself, by pressing modifier keys as you drag a handle:






Mac OS



Resize item and scale contents	Command
Scale	⌘+drag
Scale and constrain to square bounding box	⌘+⇧+drag
Scale and maintain proportions	⌘+⌥+⇧+drag

Windows

Resize item and scale contents	Command
Scale	CTRL+drag
Scale and constrain to square bounding box	CTRL+SHIFT+drag
Scale and maintain proportions	CTRL+ALT+SHIFT+drag

Mover pointer 

When the Item tool is placed over items, or Bézier items whose bounding box is displayed, the Mover pointer  displays. To move active items, drag them using the Mover pointer . You can also press the Shift () key while selecting and dragging an item to constrain its movement horizontally or vertically. To access the Mover pointer  when the Content tool is selected, press /CTRL.







 When you drag an item, only its outline displays. To see the item and its contents, select **Show Contents** in the **Interactive** tab of the **Application Preferences** dialog box (**Edit** menu), press the mouse button until the item flashes, then begin dragging. To see item layering and text reflow as you move an item, select **Live Refresh** in the **Interactive** tab, press the mouse button until the multi-directional arrow pointer  displays, then begin dragging.

Rulers and Guides

Rulers and guides give you precise control for document layout. To ensure that items are placed properly, you can “snap” items to guides. To display rulers, choose **View** → **Show Rulers**. To display guides, choose **View** → **Show Guides**. You can choose to display page guides either **Behind** or **In Front** of items using the **Guides** menu in the **General** tab of the **Document Preferences** dialog box (**Edit** menu).

Ruler guides

Ruler guides are guides that you create by dragging them off the horizontal and vertical rulers.

- If the **Measurements** palette is displayed when you drag a ruler guide, the guide’s position is indicated in the X field (for vertical ruler guides) or the Y field (for horizontal ruler guides).
- If you release the mouse button when the  pointer is positioned over the pasteboard, the ruler guide will extend across the pasteboard and all the pages in the spread. If you release the mouse button when the pointer is positioned over a document page, the ruler guide is displayed only on that page.
- To reposition a ruler guide, click it, then drag it to a different location using either the  or the  pointer. You must have the **Item** tool  selected to click and drag a guide when the pointer is over an item. To reposition a guide when the pointer is over an item and the **Content** tool  is selected, press /CTRL while you click the guide and drag.
- To remove a ruler guide, click it and drag it off the page. To remove ruler guides from a spread’s pasteboard, scroll the document so that a portion of the pasteboard is displayed; then press **Option/ALT** while you click the ruler adjacent to the pasteboard. To remove ruler guides from a document page, scroll the document so that a portion of the page is displayed; then press **Option/ALT** while you click the ruler adjacent to the document page. Press **Option/ALT** and click the horizontal ruler to delete horizontal ruler guides; or click the vertical ruler to delete vertical ruler guides.




Specifying preferences for rulers: Menus in the **General** tab of the **Document Preferences** dialog box let you set preferences for rulers. You can specify ruler measurement units using the **Horizontal Measure** and **Vertical Measure** menus. The **Item Coordinates** menu lets you specify whether or not the top ruler is continuous across multiple pages in a spread. Choose **Spread** to display a single, continuous ruler across the top of pages in a spread. Choose **Page** to repeat the horizontal ruler from 0 for each page in the spread. For example, if you have a two page spread of letter size pages, the ruler will start at 0" and end at 8½" for each page.

Menus and Dialog Boxes

There are seven basic menus available in QuarkXPress: **File**, **Edit**, **Style**, **Item**, **Page**, **View**, and **Utilities**, plus the Window menu on Windows. The menu bar can also display menus for help, and QuarkXTensions™ such as QuarkImmedia™ and QuarkDispatch™. Each menu contains groups of related commands separated by lines. Many menu entries can be activated by keyboard shortcuts.

Context-sensitive menus

Menus are context-sensitive so menus or menu items can change according to the active item, the current situation, or the tool selected.

- All the commands listed under a menu may change. For example, the **Style** menu commands change depending on whether text, a picture, or a line is active.
- An individual menu command may change. For example, the **Undo** command in the **Edit** menu changes to reflect your last action (such as **Undo Typing** or **Undo Item Deletion**).
- The availability of menu entries may change. For example, when a picture is selected, the **Save Text** command in the **File** menu is dimmed and not available.
- The availability of entire menus may change. For example, the **Style** menu entries for text are available only when a text box is active and the Content tool  is selected.

Checkmark

A checkmark ✓ in a menu indicates one of the following:

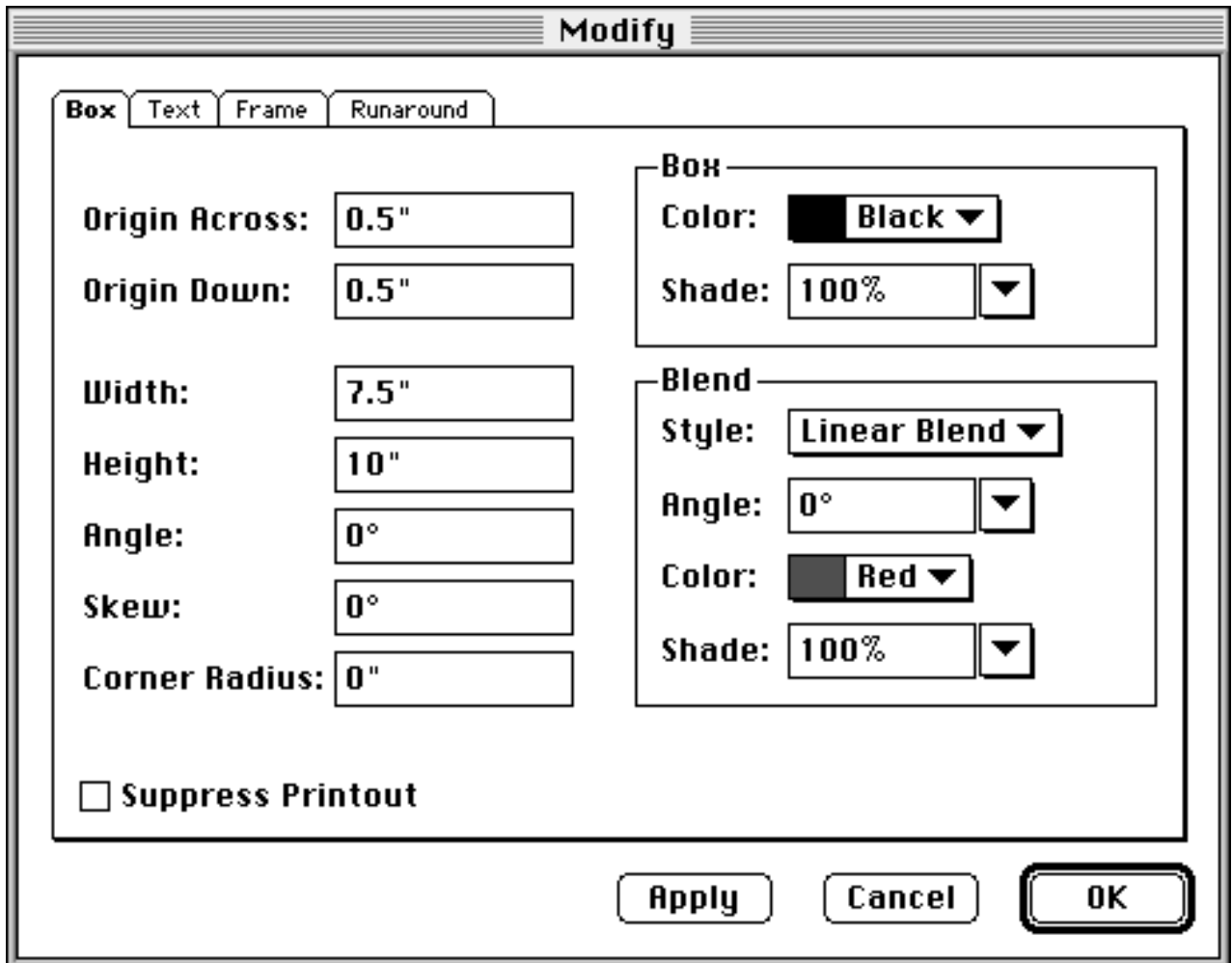
- A function has been performed. For example, a checkmark is displayed next to **Flip Vertical** in the **Style** menu when the contents of a box are flipped vertically.
- A feature is turned on. For example, a checkmark next to **Snap to Guides** in the **View** menu means items in your document will snap to the guides.
- A format from a list has been applied. For example, a checkmark is displayed in the **Font** submenu next to the font applied to selected text. When multiple formats have been applied to a selection, checkmarks are displayed next to formats common to the entire selection only.

Dialog boxes

Dialog boxes contain related commands that let you specify exactly what you want to happen. The context-sensitive controls in QuarkXPress dialog boxes consist of tabs, areas, fields, menus, check boxes, and buttons.

Tabs and areas

Many dialog boxes provide multiple functions through tabs. By clicking a tab, you can display different sets of controls. Related commands within a dialog box or tab are grouped into an “area,” surrounded by a border.



The **Blend** area of the **Box** tab in the **Modify** dialog box lets you specify a custom blend for a box.

Lists

Some dialog boxes include lists of elements you can select or edit. For example, the **Colors** dialog box (**Edit** menu) displays a list of colors.

Fields

A field is a rectangular box for entering a specific value. For example, in the **Text** tab of the **Modify** dialog box (**Item** menu), you can enter the number of columns for an active text box in the **Columns** field. When working with fields, you can enter measurements in any of the QuarkXPress supported measurement systems using the following abbreviations:


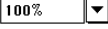
Measurement System	Abbreviation
inches or inches decimal	"
picas	p
points	pt
millimeters	mm
centimeters	cm
ciceros	c
agates	ag

You can perform math in fields using these operators:

Function	Operator
addition	+
subtraction	-
multiplication	*
division	/

For example, to double the width of a box, you can multiply the width by 2 by entering *2 to the right of the current value. You can even perform multiple operations — such as dividing a value by 4, then adding 2.

Menus (pop-up/drop-down)

These are small menus within a dialog box or palette (usually called “pop-up menus” on Mac OS and “drop-down lists” on Windows). A menu like this  contains a list of options. A menu like this  contains an editable field in addition to a list of options. You can enter a value (such as a percentage) or a word (like a font name) in the field, rather than choosing an option from the list.




Check boxes

A check box lets you turn options on and off .

Buttons (radio/option)

A button like this lets you select from mutually exclusive options.

Buttons

A button like this  performs an action. If the button has a heavy border , you can press Return/ENTER↵ rather than clicking the button with the mouse. A button may also include a menu  that lets you choose a type of action. For example, the **New** button in the **Style Sheets** dialog box (**Edit** menu) lets you create either a character style sheet or a paragraph style sheet. Many dialog boxes in QuarkXPress include an **Apply** button so you can preview your changes before closing the dialog box.



In certain dialog boxes such as **Paragraph Attributes** (**Style** menu) and **Character Attributes** (**Style** menu), you can press Option/ALT the first time you click **Apply** to continually preview changes as you make them.



Using modifier keys with menus: The function of a menu command may change slightly when you press a modifier key as you select the menu. On Mac OS for example, if you press Option while you choose the **Item** menu, the **Send to Back** command changes to **Send Backward**.



Selecting elements from a list: You can navigate through lists using the up and down arrow keys. Depending on the type of list, you may be able to multiple-select elements. To select a group of continuous elements, click the first element then press the Shift (⇧) key while clicking the last element in the range. To select a group of noncontinuous elements, press ⌘/CTRL while clicking each element.



Specifying units of measure: You only need to specify an abbreviation for units of measure when you are not using the default measurement system. The default measurement system is specified in the **Horizontal Measure** and **Vertical Measure** menus in the **General** tab of the **Document Preferences** dialog box (**Edit** menu).



Performing math in fields: When performing calculations in fields, QuarkXPress performs multiplication and division first, followed by subtraction and addition, from left to right. You cannot use parentheses when performing math in fields.

Measurements Palette

The **Measurements** palette lets you quickly edit several commonly used item specifications. Options on the **Measurements** palette change to reflect the currently selected tool or item. The left side of the palette indicates an item's position; the right side indicates an item's content.

Overview

You can edit any of the values in the **Measurements** palette. Changes made to values on the left side of the palette are applied when you exit the palette; changes made to numerical values on the right side of the palette are applied when you move to a different field or exit the palette. Clicking a button or choosing an item from a menu on the right side of the **Measurements** palette applies the change immediately.

Measurements displayed in the **Measurements** palette are updated when you create, move, resize, or modify items, create or move guides, or reposition the ruler origin.

Measurements palette for text boxes



Item information

When a text box is selected, the left side of the **Measurements** palette lets you view and edit the text box item information.

- The X and Y fields indicate the horizontal and vertical locations of the origin (upper left corner) of the text box.
- The W and H fields indicate the width and height of the text box.
- The \triangle field indicates the text box's angle of rotation.
- The Cols field indicates the number of columns in the text box.

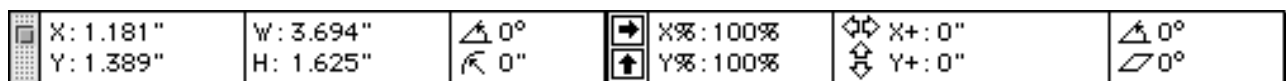
Content information

When the Content tool \mathbb{K} is selected, the right side of the **Measurements** palette lets you edit the contents of the text box.

- The \square button lets you flip the contents of the text box along a horizontal axis.
- The \square button lets you flip the contents of the text box along a vertical axis.
- The K field indicates paragraph leading. Enter a value in the field or click the arrows to adjust leading.

- The ⌘ field indicates kerning when the Text Insertion bar ⌘ is between two characters and indicates tracking when a block of text is highlighted. Enter a value in the field or click the arrows to adjust kerning and tracking.
- The ⌘ , ⌘ , ⌘ , ⌘ , ⌘ buttons indicate left, centered, right, justified, and forced justified alignment of selected paragraphs.
- The **Font** menu ⌘ indicates the selected font. To change the font, choose a font from the menu or enter the name of the font in the field.
- The **Size** menu ⌘ indicates the size of the selected font. To change the font size, choose a size from the menu or enter a value in the field.
- The ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , ⌘ , and ⌘ buttons indicate plain, bold, italics, underline, word underline, strike thru, outline, shadow, all caps, small caps, superscript, subscript, and superior type styles, respectively. Multiple type styles may be applied to a single character or group of characters.

Measurements palette for picture boxes



Item information

When a picture box is selected in the document window, the left side of the **Measurements** palette lets you edit the picture box item information.

- The X and Y fields indicate the location of the origin (upper left corner) of the picture box.
- The W and H fields indicate the width and height of the picture box.
- The \triangle field indicates the picture box's angle of rotation.
- The \curvearrowright field indicates the radii of the corners of the picture box.

Content information

When the Content tool ⌘ is selected, the right side of the **Measurements** palette lets you edit the contents of the picture box.

- The ⌘ button lets you flip the contents of the picture box along a horizontal axis.
- The ⌘ button lets you flip the contents of the picture box along a vertical axis.
- The X% and Y% fields indicate the horizontal and vertical scaling of the contents of the picture box.

- The \leftrightarrow and \updownarrow fields indicate the horizontal and vertical offsets of the contents of the picture box from the picture box's origin (upper left corner).
- The \triangle field indicates the angle of rotation of the contents of the picture box.
- The \sloppy field indicates the skew (slant) of the contents of the picture box.

Measurements palette for lines

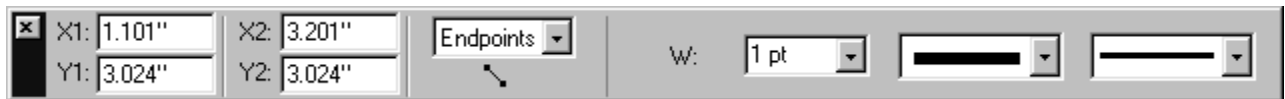
When lines are active, fields displayed on the left side of the **Measurements** palette vary according to the line description method selected in the **Mode** menu. Line description methods let you choose whether to describe the selected line by its **Endpoints**; its **First Point**, length, and angle; its **Last Point**, length, and angle; or by its **Midpoint**, length, and angle.

Fields on the right side of the **Measurements** palette indicate the following line information:

- The **W** field indicates the width of a selected line.
- The left menu indicates the line's style.
- The right menu indicates the line's arrowheads.

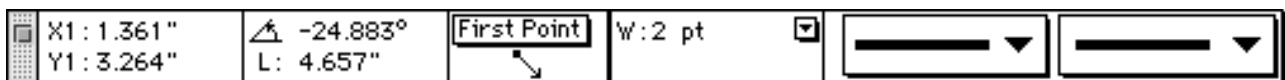
Fields on the left side of the palette vary (according to **Mode**) as follows:

Endpoints



- The X1 and Y1 fields indicate the horizontal and vertical coordinates of the first endpoint of the line.
- The X2 and Y2 fields indicate the horizontal and vertical coordinates of the last endpoint of the line.

First Point



- The X1 and Y1 fields indicate the horizontal and vertical coordinates of the first point created for the line.
- The \triangle field indicates the line's angle of rotation.
- The **L** field indicates the line's length.

Midpoint

<input type="checkbox"/>	XC: 3.472"	\triangle : -24.883°	Midpoint	W: 2 pt		
	YC: 4.243"	L: 4.657"				

- The XC and YC fields indicate the horizontal and vertical coordinates of the midpoint (middle) of the line.
- The \triangle field indicates the line's angle of rotation.
- The L field indicates the line's length.

Last Point

<input type="checkbox"/>	X2: 5.583"	\triangle : -24.883°	Last Point	W: 2 pt		
	Y2: 5.222"	L: 4.657"				

- The X2 and Y2 fields indicate the horizontal and vertical coordinates of the last point created for the line.
- The \triangle field indicates the line's angle of rotation.
- The L field indicates the line's length.

Measurements palette for groups and multiple-selected items

<input type="checkbox"/>	X: 4.135"	W: 3.531"	\triangle : 0°	
	Y: 0.573"	H: 3.75"		






When groups of items or multiple items are selected, the **Measurements** palette lets you edit the origin, dimensions, and angle of the group of items.

- The X and Y fields indicate the location of the origin (upper left corner) of the bounding box containing the group of items.
- The W and H fields indicate the width and height of the bounding box containing the group of items.
- The \triangle field indicates the angle of rotation of the group of items. When an item is rotated with a group of items, it is rotated relative to the center of the bounding box enclosing the group, not to its own origin (upper left corner).

Measurements palette for editing Bézier items

 X: 1.447"	W: 3.516"	 0°	  	XP: 3.347"	 -28.218°	 151.783°
Y: 1.812"	H: 2.909"		 	YP: 4.708"	 0.323"	 0.323"






When a point, line segment, or curve handle on a Bézier shape is selected, the **Measurements** palette lets you edit the origin, dimensions, and angle of the item, as well as the type of point or line segment in the shape. You can also enter values to manipulate point position and curve handle angle and length.

- The **X** and **Y** fields indicate the horizontal and vertical locations of the origin (upper left corner) of the Bézier item's bounding box.
- The **W** and **H** fields indicate the width and height of the Bézier item.
- The \triangle field indicates the angle of rotation of the Bézier item.
- The Symmetrical Point button  lets you convert a point into a symmetrical point for a Bézier item.
- The Smooth Point button  lets you convert a point into a smooth point for a Bézier item.
- The Corner Point button  lets you convert a point into a corner point for a Bézier item.
- The Straight Segment button  lets you convert a curved line segment to a straight line segment for a Bézier item.
- The Curved Segment button  lets you convert a straight line segment to a curved line segment for a Bézier item.
- The **XP** and **YP** fields indicate the horizontal and vertical location of the active point.
- The Diamond Curve Handle Angle field \triangle indicates the angle of the diamond-shaped curve handle in relation to the active point.
- The Diamond Curve Handle Distance field \diamond indicates the distance of the diamond-shaped curve handle from the active point.
- The Square Curve Handle Angle field \triangle indicates the angle of the square-shaped curve handle in relation to the active point.
- The Square Curve Handle Distance field \square indicates the distance of the square-shaped curve handle from the active point.








Accessing fields in the Measurements palette: To access fields in the **Measurements** palette, click them. To access the first field in the palette, press \mathbb{A} +Option+M (Mac OS) or CTRL+ALT+M (Windows). Press Tab to highlight the next field, or press Shift+Tab to highlight the previous field. Click the document, or press Return/ENTER↵ to apply changes made in the **Measurements** palette. On Mac OS, press \mathbb{A} +period (.) to exit the palette without applying changes. On Windows, press ESC to exit the palette without applying changes.



Using the Measurements palette with anchored text boxes: When an anchored text box is active, the **Measurements** palette indicates whether the text box aligns with the ascent  or baseline  of the associated line of text. Click the ascent  or baseline  buttons to change the alignment of an anchored text box. When the Content tool  is selected, the **Measurements** palette displays the same content controls for anchored text boxes as those for nonanchored text boxes. The X, Y, and Δ fields are not available for anchored text boxes.



Using the Measurements palette with anchored picture boxes: When an anchored picture box is active, the **Measurements** palette indicates whether the picture box aligns with the ascent  or the baseline  of the associated line of text. Click the ascent  or baseline  buttons to change the alignment of the anchored picture box. When the Content tool  is selected, the **Measurements** palette displays the same content controls for anchored picture boxes as those for nonanchored picture boxes. The X, Y, Δ , and κ fields are not available for anchored picture boxes.