




QuarkXpress

The Basics

1. Open “QuarkXpress”

- Either double-click the QuarkXpress icon on the desktop, or... 
- Click the Start Menu button. Choose “Programs” folder. Choose “QuarkXpress” folder. Then click on the “QuarkXpress” program.

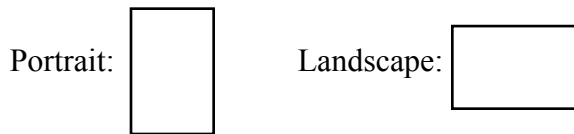
2. Change preferences to inches (not require every time).

- Click “Edit” on top menu. Choose “Preferences.” Then click “Document.” The first two choices under the “General” tab are “Horizontal Measure” and “Vertical Measure.” Change both options to “Inches.”

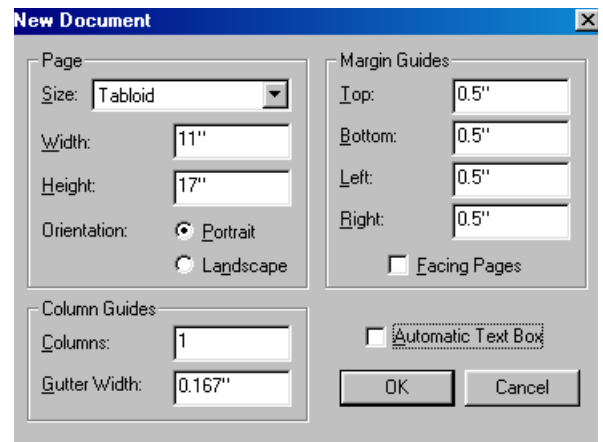
3. Create a new document

- Click “File” on top menu. Choose “New.” Click “Document.”
- On the menu that appears, choose the size of your document.
 - US Letter: 8.5” x 11”
 - US Legal: 8.5” x 14”
 - Tabloid: 11” x 17”

- Choose the orientation.

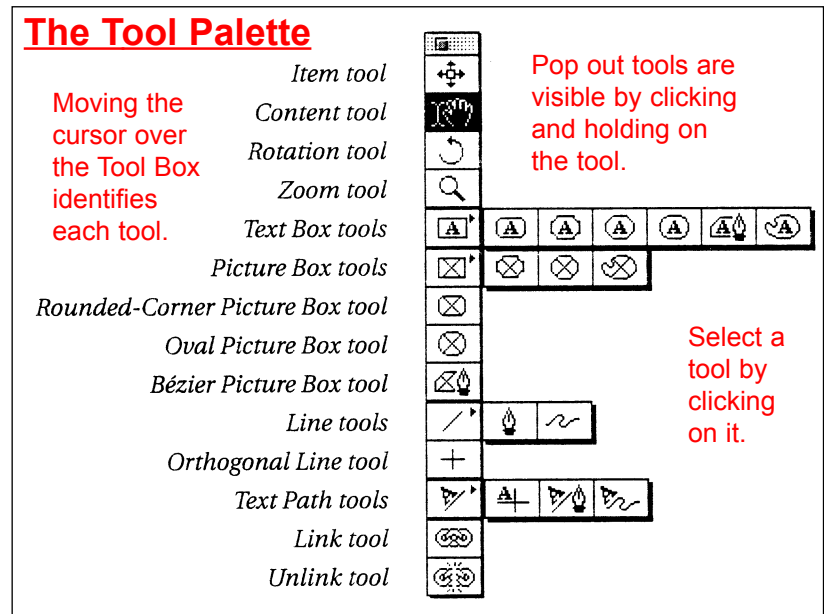


- Do not select “Automatic Text Box.”
- (Optional) Select the number of columns in your document, and the “Gutter Width” (space between columns)
- Click “OK”




4. Tool Palette

- If the “tool palette” is not visible, click “View” on the top menu, and choose “Show Tools.”
- The Item Tool, Content Tool, Text Box Tools, and Picture Box Tools will be the most important to learn.




5. Zooming

When your document first appears, it will probably be too large to work with. Zooming allows you to control how large or small your document appears.

- If your screen isn't already maximized, click the middle size button to make it full-screen.
- On the bottom left-hand side of your screen is a small box that has “100%” in it. This represents the zoom. 
- Change this to a smaller number. Click in the box. Delete the “100%.” Type in a new number, like 50 or 60, and press the “Enter” key on the keyboard. Your page should appear smaller. Use the scrollbars on the bottom and side to center your page.
- Keep changing this number until you find a comfortable size to work with.

or

- Another method you can use to change the zoom is to use the “Zoom Tool.”  Click the “Zoom Tool.” Your cursor changes to a magnifying glass with a plus sign. Click on your document a couple of times to zoom in (up to 800%).
- To zoom out, press and hold the “Alt” key on your keyboard. The plus on the magnifying glass changes into a minus sign. While holding the “Alt” key, click on your document a couple of times. The document zooms out (down to 10%).

6. Basic Text Box

Before you can type text into a document, you must show Quark where you want the text to go by creating a text box.

- Click the rectangle “Text box tool.” Your cursor changes to a +.



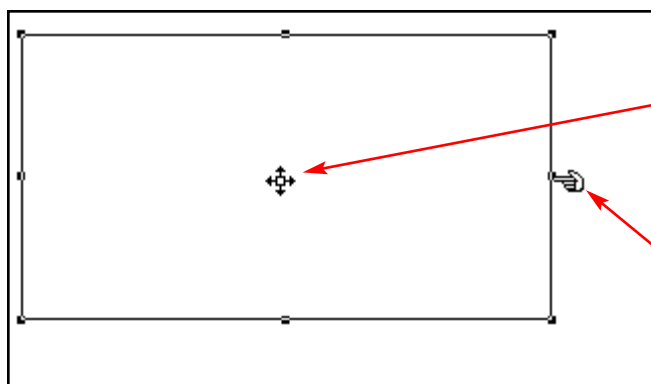
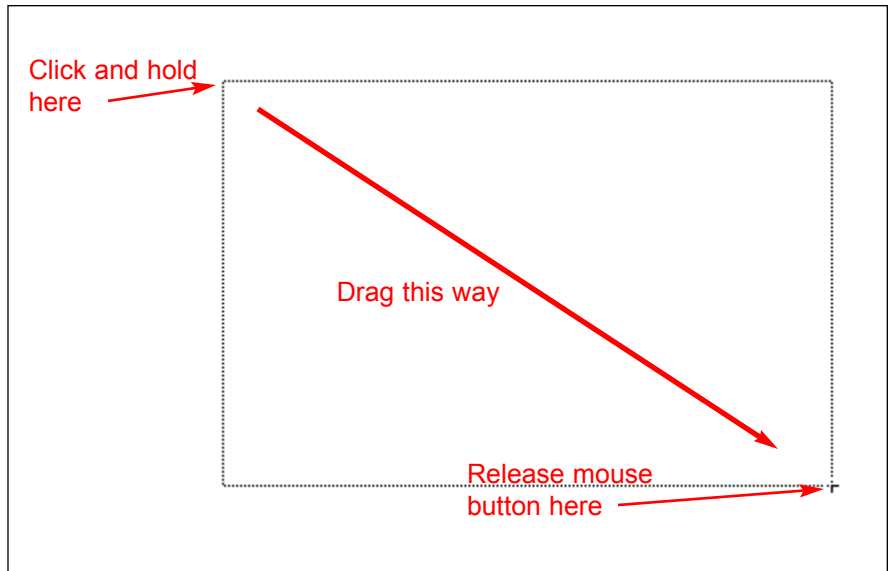
- Click the left mouse button down and hold it. Then move the mouse diagonally to draw a box. Release the mouse button when your box is large enough.

- Don't worry about the size or position of the box. You can modify it using the “Item Tool.”

Click the “Item Tool,” and then click on new text box.



Handles (small squares) appear on the box.



To move the box: Click and hold anywhere on the box **except a handle**. Move the box to another location. The icon is a box with arrows.

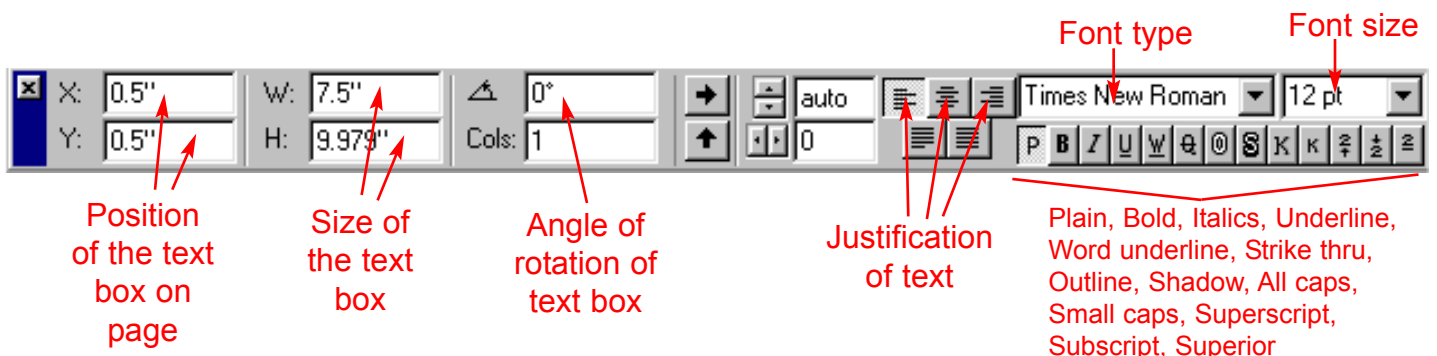
To change the box: Click and drag a handle to enlarge or shrink the text box. The icon changes to a pointing finger.

- To type text in the box, select the “Content Tool.”



- Be sure your “Measurements Palette” is visible. If it is not, click “View” in the top menu, and click “Show Measurements.” Click on your text box. Use the options on the palette to change your text.

The Measurements Palette for Text



7. Beyond Basic Text Boxes

Add a Border to a Text Box

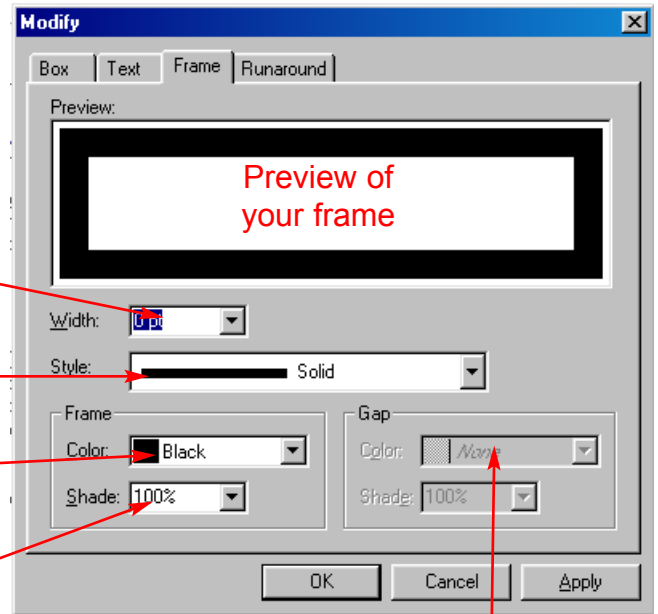
- Click on your text box to select it.
- Click “Item” in the top menu. The click “Frame.”
- Select options for the border.
- Click “OK” when done.

Width of frame: Must be more than “0”.

Style of border

Color of the border

Shade of color



Color behind the border

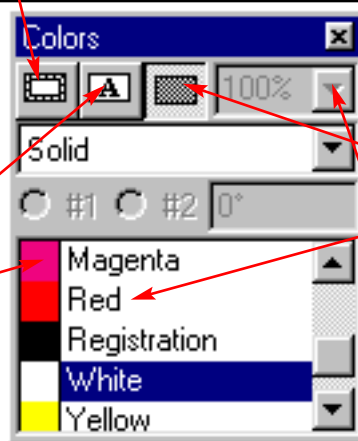
Add Color to a Text Box

- Click “View” in the top toolbar, then choose “Show Colors.”
- A window appears with standard colors (See Design Tutorial for more color information)
- Click on your text box to select it.

Click here to for an easy way to change the color of a frame.

To change the color of your text

- Highlight the text you want to change by using the “Content Tool”.
- Click the “A” rectangle
- Then click a color.



To change the background of your text box

- Click the solid rectangle
- Then click a color
- To make a text box **transparent**, select “None” for the color.
- You can also choose a shade of the color.

Moving Text Away From the Sides of the Box


- Click on the text box to select it.
- Click “Item” in the top menu, and click “Modify”
- One of the options in the window is “Text inset,” or how far away the text should be from the side of your text box. Increasing this number pushes text further away from the sides.

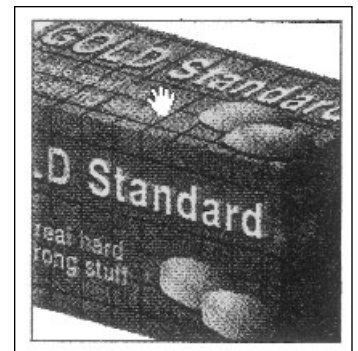
Checking Spelling

- Unlike Microsoft Word, Quark does not constantly check your document for spelling errors. To run the spell check, click “Utilities” in the top menu, choose “Check Spelling,” and then choose “Document.” Follow the instructions on the screen to find questionable words, and either replace or skip the words.

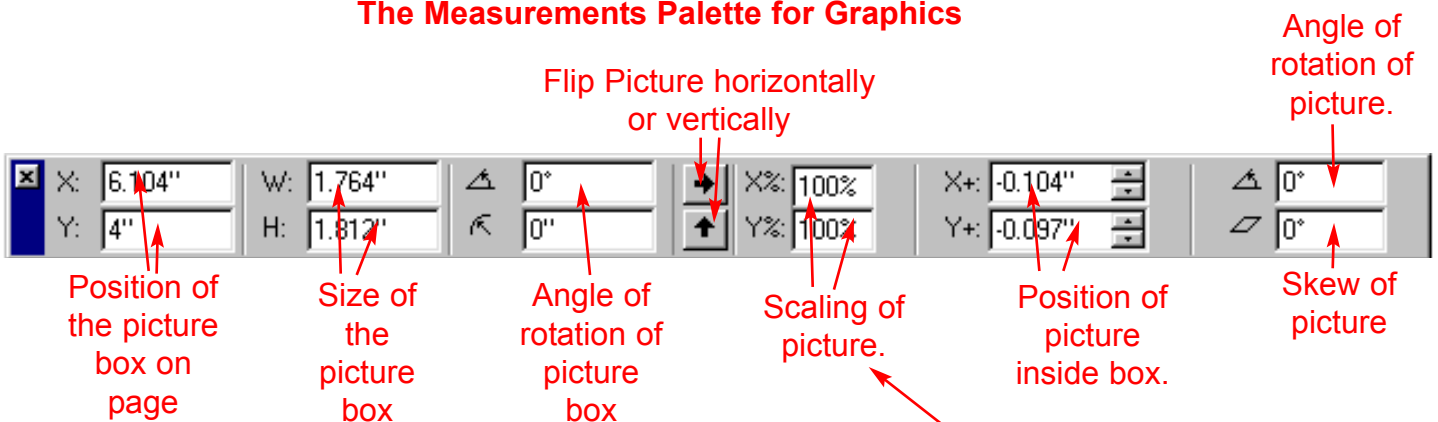
8. Basic Picture Box

Before you can import a graphic into a document, you must show Quark where you want the picture to go by creating a Picture Box.

- Click the rectangle “Picture Box Tool.”  Your cursor changes to a +.
- Create a picture box in the same way as you created the text box. Click the left mouse button down and hold it. Then move the mouse diagonally to draw a box. Release the mouse button when your box is large enough. The box will have a large X through it.
- By using the “Item Tool,” you can change the size and position of a picture box, just like a text box.
- To insert a graphic into your new box, click your picture box to select it. Click “File” on the top menu, and click “Get Picture...” Navigate to the location of your graphic (Private drive, Zip disk, hard drive). When you find it, click the “Open” button to send it to your picture box.
- Click the “Content Tool.” When you move the mouse over the picture box, the cursor changes into a hand. Click and hold the mouse button. Then move the mouse. The picture moves inside the picture box, but the picture box stays put.
- Be sure your “Measurements Palette” is visible. If it is not, click “View” in the top menu, and click “Show Measurements.” Click on your picture box to select it. Use the options on the palette to change your picture.



The Measurements Palette for Graphics



- **Changing the size of a picture:** One of the most useful tools is the scaling option. Use this to enlarge or shrink the picture within the picture box. For example, changing both X and Y to 200% will double the size of the picture. The larger you make a picture, the less resolution it has.
- **Flipping your picture:** Another useful tool is the ability to flip your picture horizontally and vertically. If an animal is facing the wrong way on your sign, for example, you can flip it to face the correct way.

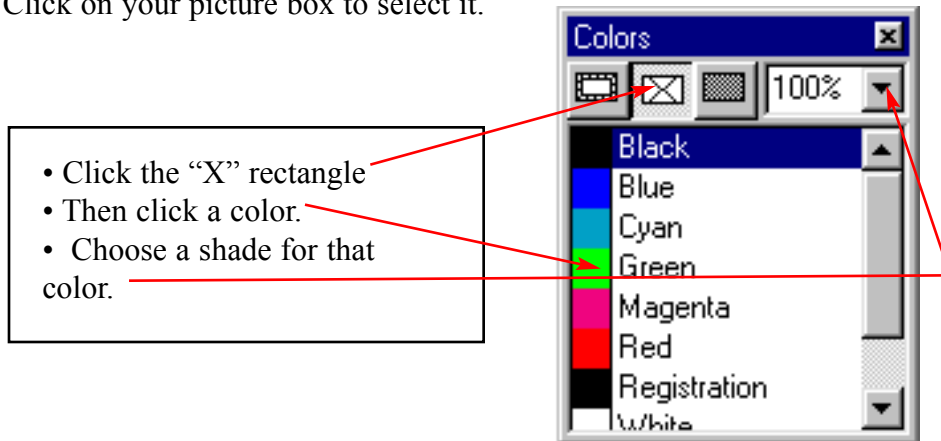
9. Beyond Basic Picture Boxes

Add a Border to a Picture Box

- Click on your picture box to select it.
- Click “Item” in the top menu. The click “Frame.”
- Select options for the border.
- Click “OK” when done.

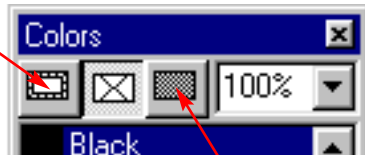
Changing the Color of a Picture

- This can **only** be done on black-and-white pictures.
- Click “View” in the top toolbar, then choose “Show Colors.”
- A window appears with standard colors.
- Click on your picture box to select it.



Other Color Options for a Picture Box

- For all types of pictures, you can change the color of a frame by clicking on the “frame rectangle,” just like on a text box.

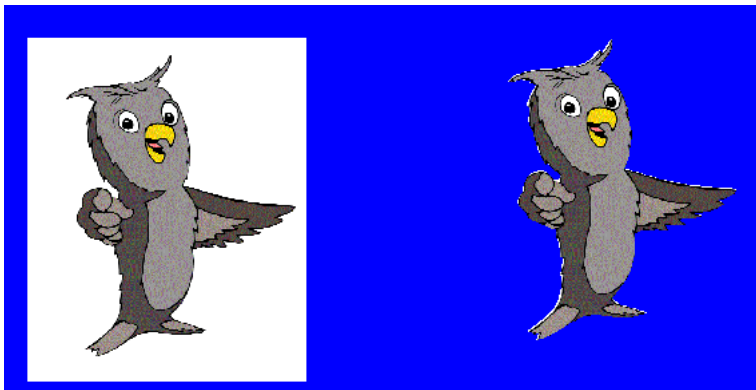


- With black-and-white pictures and some types of transparent clipart, you can also change the background color by clicking on the “solid rectangle.”

Clipping

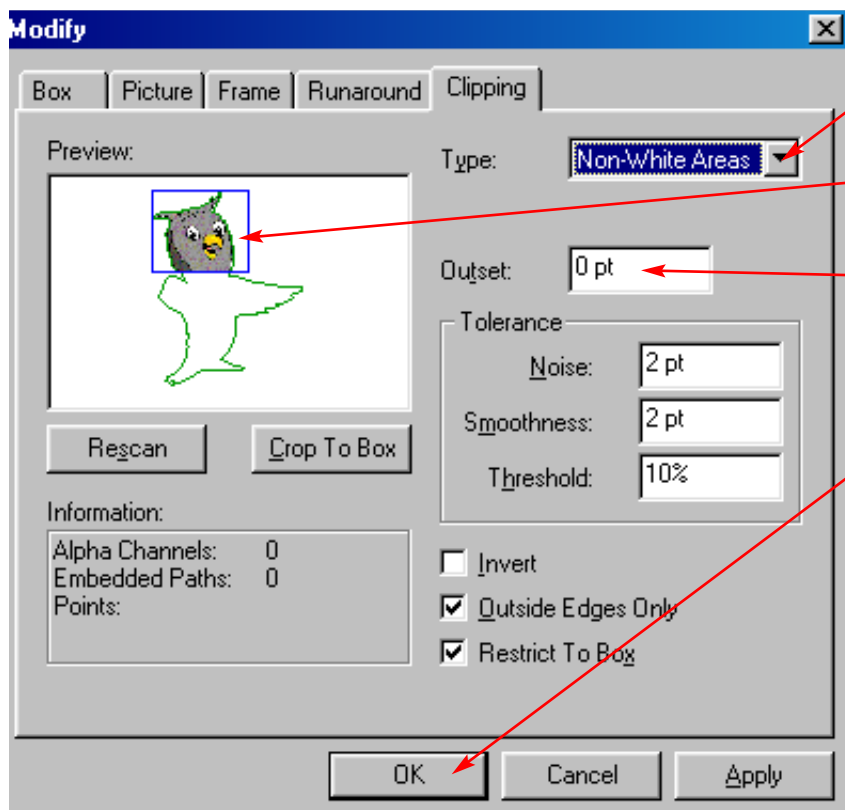
- Clipping is the ability to “cut out” the background of a graphic. Quark includes basic tools to assist you with clipping your pictures. Advanced clipping must be done in a graphics program like Adobe Photoshop.

Unclipped
Picture



Clipped
Picture

- You need to start with a picture that has a solid white background color. If it doesn't, you will need to manipulate it in a graphics program.
- Click on the picture box to select it.
- Click "Item" on the top menu and choose "Clipping."



- Change the Type to "Non-White Areas."
- You should see a green outline around your picture.
- The Outset is how close you want the picture to be cut to the edge. To eliminate all white space, change this number to -1 or -2.
- Click "OK" to see how the clipping worked. If it is unsatisfactory, choose "Clipping" from the Item menu and try again.

10. Layering

When a new item is inserted into the Quark document, it becomes the new top layer. Therefore, no matter where you move the item, it will always be above the other items. Changing the layering is a simple but essential tool.

- Click on the object that you want to change the layering of.
- Click "Item" on the top menu. Near the bottom of the menu, you will see four choices:
 - "Send Backward": Sends the item one layer lower.
 - "Send to Back": Sends the item to the bottom of the layers.
 - "Bring Forward": Sends the item one layer higher.
 - "Bring to Front": Sends the item to the top of the layers.

11. Runaround

Runaround is the way text wraps around a picture box or another object. If the text box is on the top layer, it will not be affected by other objects. However, if an object is above a text box and they overlap, the text changes to avoid the object. To change the runaround:

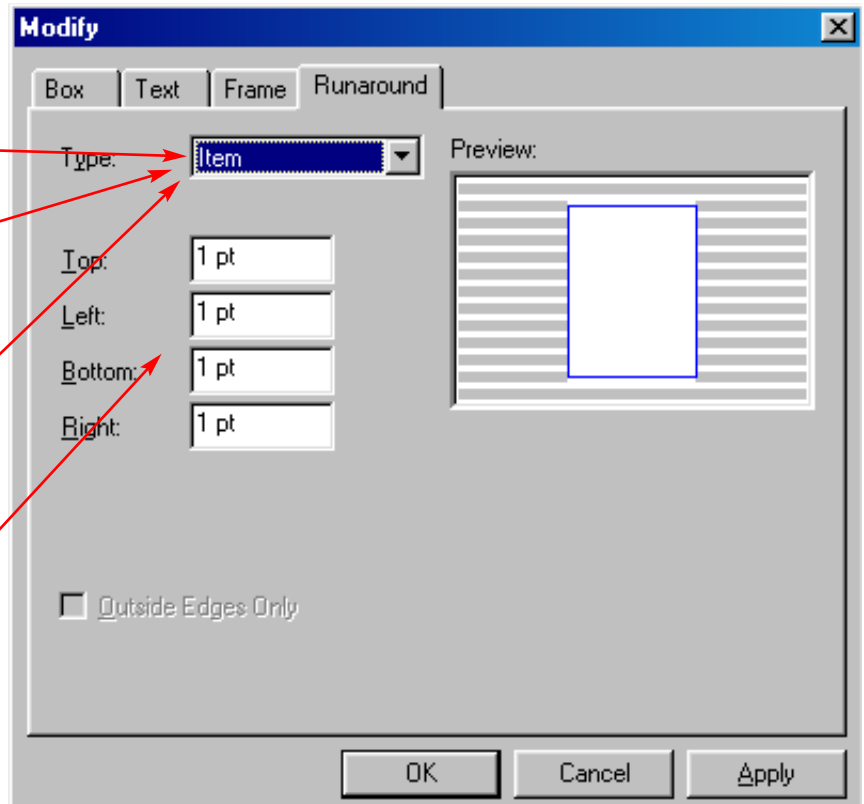
- Click the object that is causing the text to wrap.
- Click “Item” on the top menu, and click “Runaround.”

- The default runaround will be around the item box. If you don’t want the text to wrap around the object at all, select “None” from the Type option.

- If you want the text to wrap around the box, leave the Type as “Item.”

- If you want the text to wrap around an image inside of the box, change the Type to “Auto Image.” You will need a white background on your graphic in order for this to work.

- These numbers change how close the words will come to different sides of the box. The larger the numbers, the further away the words will wrap from the object.



12. Saving Your Work

Remember to save your work frequently.

To save for the first time, or to save under a different filename:

- Click “File” on the top menu, and click “Save as...”
- A browser window appears. Navigate to the folder where you want to save the file.
- Type a name for the file in the “File Name:” box.
- Click the “Save” button.

To save under the same filename:

- Click “File” on the top menu, and click “Save.” Your file is automatically updated.

13. Printing the Document

Every printer has different options.

- At Schmeckle Reserve, refer to the “Colored Laser Printer” or “Large-format DesignJet Printer” instructions sheets.
- At other locations, try printing with the default options (Click “File” on the top menu, choose “Print,” and click the “Print” button, or ask a staff person for assistance.