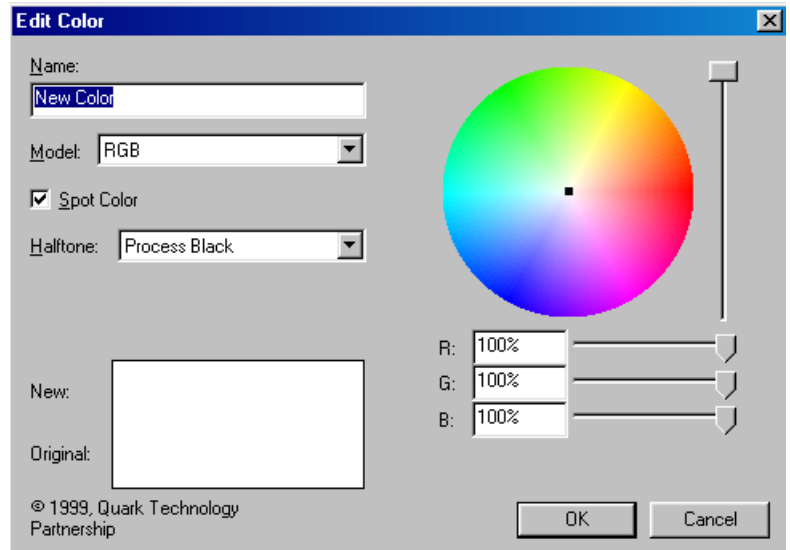




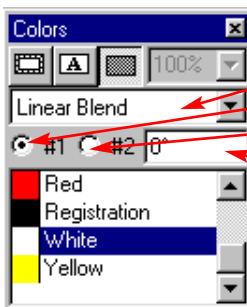
1. Adding Your Own Colors

- Click “Edit” in the top menu and choose “Colors...”
- A window appears showing your current color choices. Click the “New” button- you want to create a new color.
- In the “Edit Color” window, type a name for your new color (like “Dark Green”).
- Click anywhere on the color wheel, and the color at that point will appear next to the word “New:”
- Hold down your mouse button and move around the color wheel to see all the subtle color changes.
- Move this bar up and down to increase and decrease the brightness of your colors.
- When you have chosen the color you want, click the “OK” button.
- The first color window now has your new color added. Click the “Save” button to save your choice.
- Your new color is now a choice in the colors window.



2. Blending Colors

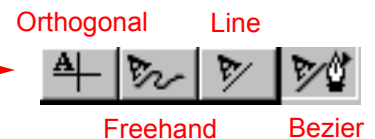
- Make sure your color window is visible.
- Choose an item on your document that you wish to blend. On the color window, click the solid rectangle.



- Change the “Solid” to a different type of blend.
- Click next to “#1” and choose the first blend color and shading.
- Click next to “#2” and choose the second blend color and shading.
- Type an angle here to adjust the direction of the blend.

3. Text Lines

- You can make your text follow a straight or curved line that you draw.
- Click and hold over the “Text-Path” tool to get more options.



- Select one of the tools.
 - Orthogonal: Text in a horizontal or vertical line (perpendicular).
 - Freehand: Text follows whatever curve you draw (need to have a steady hand).
 - Line: Text in a straight line of any angle.
 - Bezier: Text follows a curve that is defined by Bezier curve equations (very accurate).
- On your document, click and hold on the starting point for your text line. Then drag the mouse to the ending point (create curves if freehand). Let go of the button. (Note: There are more clicks necessary for Bezier curves. Refer to Quark Manual for more information).
- Select the “Content tool” and click on the text line. Start typing, and the text follows the line you created. All of the text box options also work with text lines (font type, size, color, bold, italics, etc.).

4. Other Lines

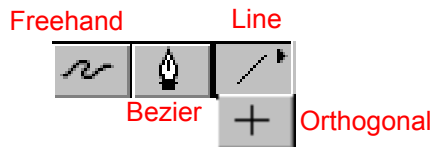
- Other types of lines work the same way as a text line.
- Click and hold over the “Line” tool to get more options.
- Select one of the tools.

Orthogonal: Draw a horizontal or vertical line (perpendicular).

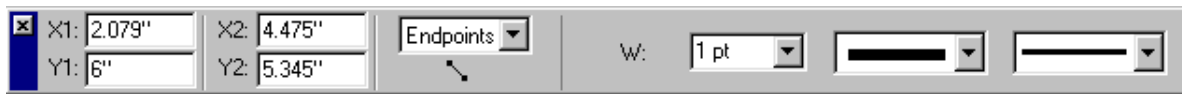
Freehand: Draw a curve using the mouse.

Line: Draw a straight line at any angle.

Bezier: Draw a curve that is defined by Bezier curve equations (very accurate but difficult).



- On your document, click and hold on the starting point for your line. Then drag the mouse to the ending point (create curves if freehand). Let go of the button. (Note: There are more clicks necessary for Bezier curves. Refer to Quark Manual for more information).
- To change the thickness and style of your line, and to add arrows, select the line with the “Item tool” and change options on the measurements palette.



Starting point of line

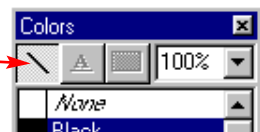
Ending point of line

Width of the line

Style of line

Add arrows to line

- To change the color of your line, select the line with the “Item tool.” Select the “line button” on the colors window, then choose a color.



5. Turning Text Into a Graphic

- By transforming text into a graphic box, we have much more control over it. For example, we can easily outline letters, create a color blend, or add a picture behind the letters.
- Select **one line** of text to transform into a graphic by highlighting it (be sure you are using the content tool). Only one line can be transformed at a time. Graphic text is often used for headlines, so the text should be rather large.
- Click “Style” on the top menu, then choose “Text to Box.”
- A copy of your text is pasted next to the original. The text is an outline, and is covered by small handles. This is very difficult to work with. To make it easier, click the item tool and select your new text. Click “Item” in the top menu, choose “Edit,” and get rid of the check mark next to “Shape.”
- Your text has been transformed into a graphic box. You can resize the text by using the handles and move it, just like any graphics box.



Text

- To color your letters, click the solid rectangle on the colors window and choose a color. You can also choose to create a blend behind the letters.

Text

To outline the letters, click “Item” on the top menu and choose “Frame.” Select options for the outline.

- To insert a picture behind the text, click “File” on the top menu and choose “Get Picture.” Choose an image that you would like to put behind your text, and click “OK.” By using the content tool, you can move the picture inside of the letters (just like a graphic box).

Text

6. Other Graphic Box Shapes

- Click and hold over the “Picture box” tool to get more options.
- Select one of the tools.

Rectangle: Rectangles and square boxes.

Beveled corners: Rectangle with corners curved in.

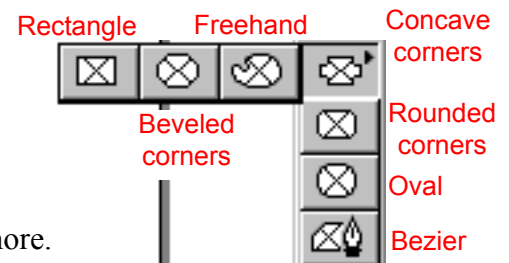
Freehand: Draw any shape with the mouse.

Concave corners: Rectangle with corners curved in more.

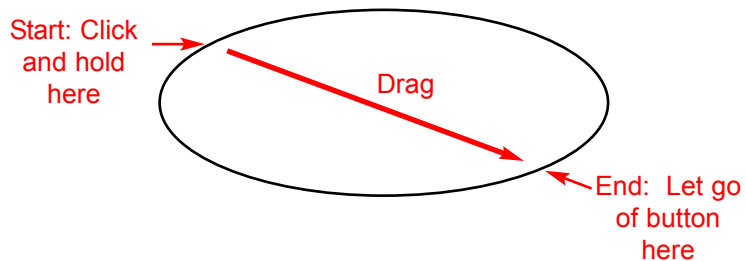
Rounded corners: Rectangle with corners rounded.

Oval: Circles and oval boxes.

Bezier: Draw a curved box with bezier equations.



- With most tools, click and hold down the mouse button on the starting point of your box, then drag the mouse to the other corner. Your box is drawn between the two points. With the Freehand Tool, draw your box as your drag. When you let go of the mouse button, the point where you ended is connected with the starting point. The Bezier box requires extra clicks and manipulations. See the Quark manual for more information.
- Make sure your box is selected. Click “File” on the top menu, and choose “Get Picture” to insert an image in your box.

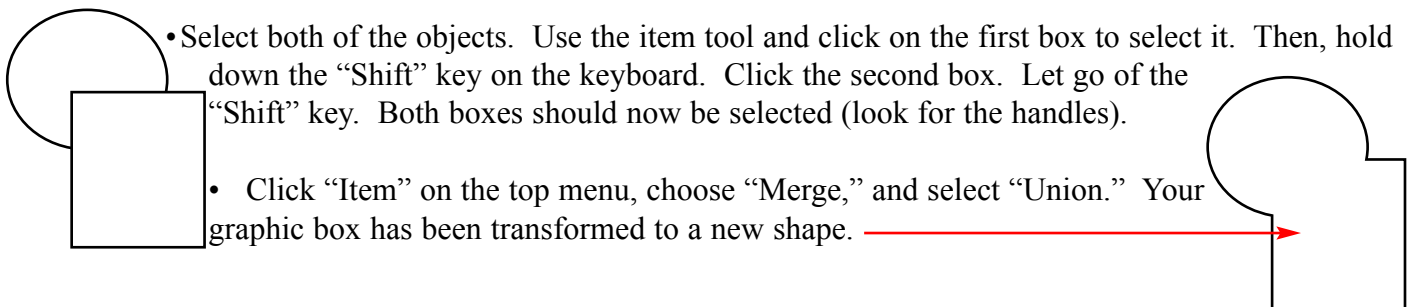


7. Other Text Box Shapes

- The other text box shapes are the same as the graphics shapes. Click and hold over the “Text box” tools. Look at #6 for an explanation of each of the text box options.

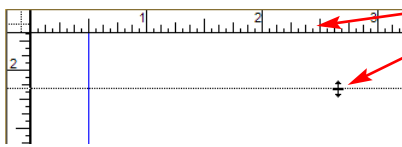
8. Merging Box Shapes

- Instead of drawing boxes freehand, it’s often easier to merge two text box shapes together. Create two different shaped graphic boxes. Arrange them so they overlap each other on one end.



9. Using Guides to Line Up Objects

- Lining up objects can be difficult to do by eye. One box always seems to be just a hair off. Quark provides an easy way to precisely line up objects.



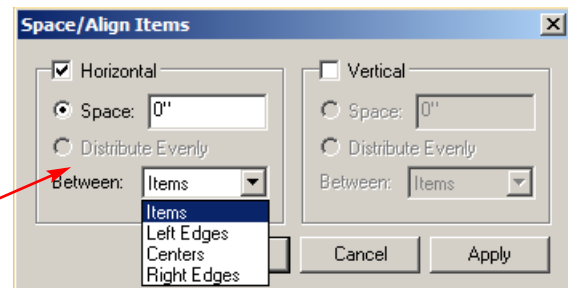
- Click and hold down the mouse button on either the top or side ruler.
- Drag the mouse onto your document. A guide line will appear.
- Move the guideline to where you want to line up your objects.
- When you move on object close, it will automatically snap to the guide.

10. Snapping and Unsnapping to Guides

- You have already noticed that when an object is near a guideline or near the edge of your margins, it will automatically snap to the guideline, allowing you to easily line up objects. Sometimes, you may need to turn this option off and on.
- Click “View” on the top menu. Uncheck “Snap to Guides” to stop the feature. Check “Snap to Guides” to turn it back on again.

11. Aligning Objects

- What about centering two different boxes with each other? Again, Quark provides an easy way to align different objects.
- Select 2 or more boxes that you wish to align. Click the first one to select it. Then, hold down the “Shift” key on the keyboard. Click the second box. Now both boxes are selected. Keep holding down the “Shift” key and clicking boxes until they are all selected. Then let go of the “Shift” key.
- Click “Item” on the top menu and choose “Space/Align.”
- You can choose to align objects horizontally, vertically, or both. To center two objects horizontally on the page, for example, check “Horizontal,” make sure space is 0”, and choose “Centers” in the Between box.
- Click the “OK” button when done.



12. Previewing your Document without Guides and Boundaries

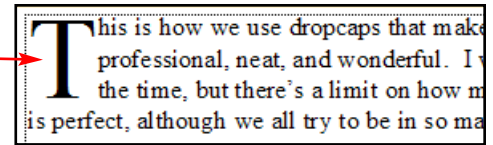
- Guides are essential for maintaining a balanced and professional look to your publication. Boundaries show you where your text and graphic boxes are located. Guides and boundaries won’t be printed. While working on your document, you may want to see what it looks like when it’s printed (without guides and boundaries).
- Click “View” on the top menu and choose “Hide Guides.” Your guides will disappear. To bring them back, click “View” on the top menu and choose “Show Guides.”
- As a simple shortcut, click the “F7” key on your keyboard to quickly hide and show your guides.

13. Adding bullets in Quark

- Unlike Microsoft products, there is no easy option to add bullets in Quark.
- Be sure a text box is selected and the “Content Tool” is chosen.
- To type a bullet, hold down the “Alt” key on the keyboard. Using the keypad (NOT the numbers at the top of the keyboard), type “0149.” Let go of the “Alt” key. A bullet should appear.
- To format the bullet, click “Style” on the top menu and choose “Leading.” For normal text (12 point), type 0.5” for “Left Indent” and -0.25” for “First Line.”
- Click the “Tabs” tab at the top. Type 0.5” for the “Position” and click the “Set” button.
- Click the “OK” button when you are done.
- Click the “Tab” key on the keyboard before you start typing. Type out your message. Then hit “Enter.” All of the formatting that you did above will stay. Just type another bullet (Alt+0149), hit tab, and type your next message.

14. Adding Drop Caps

- Drop Caps are enlarged first letters of a paragraph often used in formal publications.
- Select the text where you would like to add a drop cap.
- Click “Style” on the top menu and choose “Leading.”
- Check the box next to “Drop Caps.” The “Character Count” is the number of characters to enlarge (normally just 1). The “Line Count” is the size of the drop cap measure in lines of text (3-5 is normal).
- Click “OK” when done. A drop cap has been added.



15. Working with Hyphenation

- Quark automatically decides the best way to hyphenate words as you type. Unfortunately, hyphenation can add confusion to many interpretive publications. There is a way to turn hyphenation off.
- Click “Edit” on the top menu, and choose “H&Js” (stands for Hyphenation and Justification)
- Make sure “Standard” is selected in the next window, and click the “Edit” button.
- Remove the checkmark next to “Auto Hyphenation.” Click “OK.”
- You will return to the window with “Standard” selected. Click the “Save” button.
- Hyphenation has been turned off for your entire document.

16. Inserting Pages

- When working with publications that have more than one page, you will need to add another page to your document. The new page will be the same size, have the same layout guides, and any information from the Master Page (see Inserting Page Numbers, Step 12).
- Click “Page” on the top menu, and choose “Insert.”
- Type in how many pages you want to insert and where they should go. Click “OK” when done.
- To see your new pages, just scroll up and down with the right scroll bar. Or type in a specific page number in the box at the bottom left of your screen.

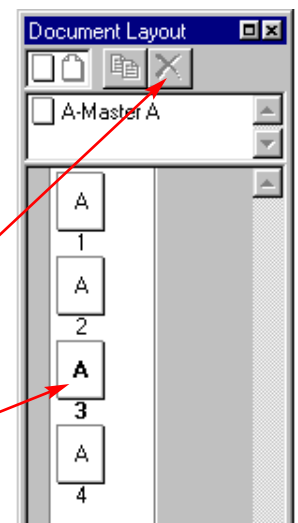


17. Deleting Pages

- To delete a page from your document, click “Page” on the top menu and choose “Delete.”
- Type the page number you would like to delete, or the range of pages you would like to delete. Click “OK” to delete the pages.

18. Moving Pages

- Click “View” on the top menu, and choose “Show Document Layout.”
- This window shows you a map of all the pages in your document. To delete a page, click on it and click the “X” button.
- To move a page, click and hold down on the page. Then move the page to another location in the document layout window.



19. Inserting Page Numbers

- Click “Page” on the top menu, choose “Display,” choose “A-Master A.” This shows you a picture of the “master page” of your document. Anything you put on the “master page” will show up on every page of your document.
- Create a text box on the page where you want the page number to show up. Select the “content tool”, choose the font type and size you want, and then hold down the “Control (Ctrl)” key on the keyboard and hit the “3” key on the keyboard (Control+3). This places a <#> in the text box, which represents page numbers.
- Click “Page” on the top menu, choose “Display,” and choose “Document.” Each page will now be numbered.