



Quark**XPress**TM

POWER MACINTOSH

DOCUMENTATION

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This document accompanies the demonstration version of QuarkXPress for Power Macintosh. In this document you will find an introduction to the QuarkXPress interface, brief descriptions of all QuarkXPress commands, and brief descriptions of the new features in QuarkXPress 3.3. This version of the software has certain restrictions that are listed in the splash screen displayed when you launch the program.

This documentation is condensed from the QuarkXPress documentation and is not intended to be comprehensive. Commands and procedures that are introduced briefly here are covered in depth in the complete program documentation. The features listed in the “QuarkXPress Commands” section of this booklet are organized by menu from left to right across the menu bar. The commands are explained in order from top to bottom in each menu.

The names of menus, commands, and dialog boxes are set in bold type. References to menu commands, dialog boxes, and other items that are related to the current discussion are followed by references to the menu in which they are located. For example: “Use the **Master Guides** dialog box (**Page -> Master Guides**) to reset the document’s margins.” This convention means that you can display the **Master Guides** dialog box by choosing **Master Guides** from the **Page** menu.

QuarkXPress requires a minimum of 4.5 megabytes of free RAM, that is, RAM that is not being used by the System or any other application. You should place any file filters and program XTensions for which you have no immediate need (such as import/export filters and the *Kern/Track Editor*) into a subfolder within the Demo QuarkXPress Folder. When these files are in the same folder with QuarkXPress, they are active and consume memory. By storing filters and XTensions in a subfolder when they are not being used, you can increase the amount of RAM available for QuarkXPress functions.

Introduction to the QuarkXPress Interface

The QuarkXPress interface is similar to that of most other Macintosh applications. The program displays a menu bar along the top of the screen with seven menu titles. Selecting a command from one of these menus either performs an action or displays a submenu or a dialog box.

Like many Macintosh programs, QuarkXPress provides a Tool palette that you use to perform various functions, such as creating and modifying items (boxes and lines), text, and pictures. In addition to the Tool palette, QuarkXPress also provides Measurements, Document Layout, Style Sheets, Colors, Trap Information, and Library palettes.

Each of these interface elements, and all the controls found in dialog boxes, are illustrated and discussed in the following nine pages. If you are familiar with the Macintosh, you will quickly feel comfortable with QuarkXPress and the organization of its commands and controls. If you are new to the Mac, this section will acquaint you with the tools and controls QuarkXPress uses to perform publishing tasks.

Document Window

A document window displays an open QuarkXPress document.

Ruler origin box

Enables you to reposition and reset the ruler origin.

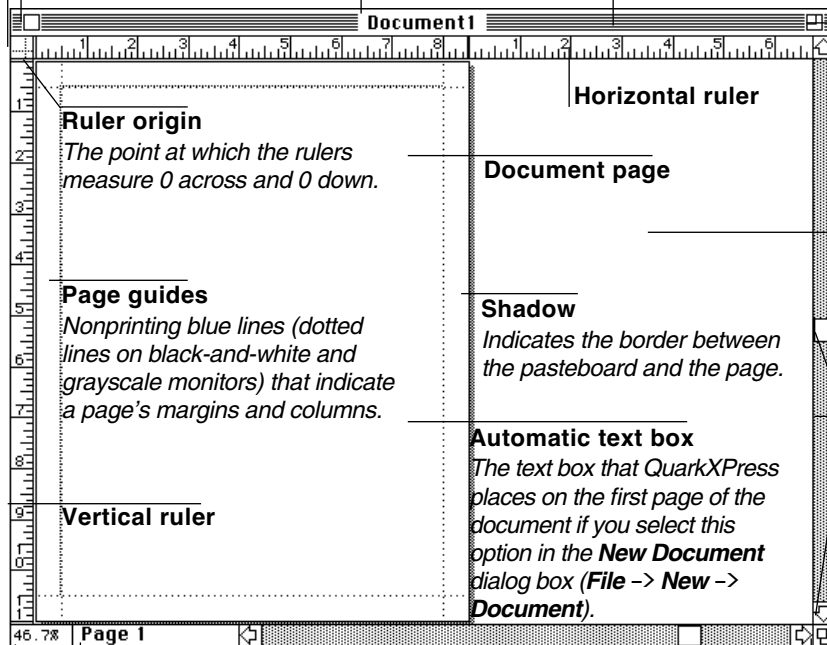
Close box

Click to close the active document; works like the **Close** command (**File** menu).

Title bar

Click and drag to move the document window.

Document name



Zoom box

Click to enlarge the document to full screen size or reduce it to its previous size.

Pasteboard

A nonprinting work area surrounding pages.

Scroll bars/boxes/arrows

The position of the scroll boxes within the scroll bars indicates the position of the document page(s) within the document window.

Page number indicator

Displays the number of the page currently displayed in the document window.

Size box

Click and drag to resize the document window.

View Percent field

Indicates the magnification or reduction of the page view. Enter values in this field from 10% to 400%. Press the Return key to implement the value you enter.

Palettes

Palettes function like windows in that you can close a palette by clicking on its close box and move it by dragging its title bar. Palettes are always displayed in front of all the document windows. There are seven kinds of QuarkXPress palettes: the Tool, Measurements, Document Layout, Colors, Style Sheets, Trap Information, and Library palettes.

Tool Palette



Select a tool by clicking on it in the Tool palette. The tool you select determines what you can do with the mouse and the keyboard, and which menus and menu entries are available.

Double-clicking on a tool displays the **Tool Preferences** dialog box, which enables you to specify default settings for the Zoom tool and the item creation tools.

Keyboard commands:

⌘-Tab Display Tool palette, or select next tool

⌘-Shift-Tab Display Tool palette, or select previous tool



Item tool

Enables you to move, group, ungroup, cut, copy, and paste items (text boxes, picture boxes, lines, and groups).



Content tool

Enables you to import, edit, cut, copy, paste, and modify box contents (text and pictures).



Rotation tool

Enables you to rotate items manually.



Zoom tool

Enables you to reduce or enlarge the view in your document window.



Text Box tool

Enables you to create text boxes.



Rectangle Picture Box tool

Enables you to create rectangular picture boxes.



Rounded-corner Rectangle Picture Box tool

Enables you to create rectangular picture boxes with rounded corners.



Oval Picture Box tool

Enables you to create oval and circular picture boxes.



Polygon Picture Box tool

Enables you to create polygon picture boxes. (A polygon is any shape with three or more sides.)



Orthogonal Line tool

Enables you to create horizontal and vertical lines.



Line tool

Enables you to create lines of any angle.



Linking tool

Enables you to create text chains to flow text from text box to text box.



Unlinking tool

Enables you to break links between text boxes.

Measurements Palette

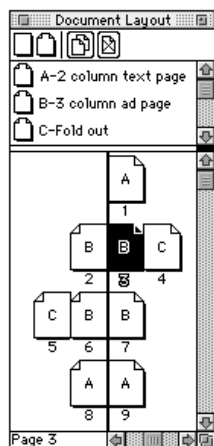
You can edit values and use the controls in the Measurements palette (**View -> Show Measurements**) to modify items and their contents at any time. The fields and controls vary according to whether a text box, a picture box, a line, or a group is active. The example shown is for an active text box. Item information is contained in the left half of the palette and content information is contained in the right half. Content information is displayed only when the Content tool is selected.

When a text box is active:



- Modify the location (**X**, **Y**), size (**W**, **H**), rotation (↻), and number of columns (**Cols**) of an active text box.

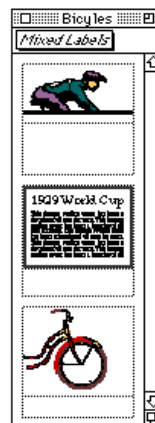
- Modify the orientation (→, ↑), leading (⌵), kerning/tracking (⌵⌵), alignment (⌵, ⌵, ⌵, ⌵, ⌵), font, size, and type style of text.



Document Layout Palette

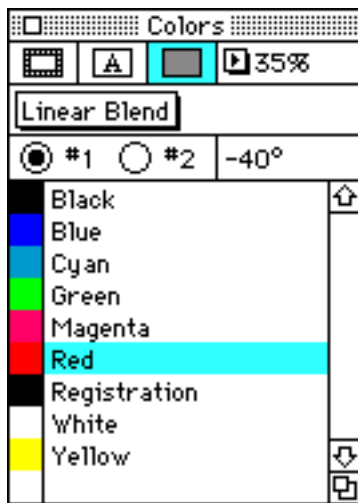
The Document Layout palette (**View -> Show Document Layout**) enables you to:

- Create, name, delete, arrange, and apply master pages.
- Insert, delete, and move document pages.
- Navigate through document pages and master pages.
- Create multipage spreads.



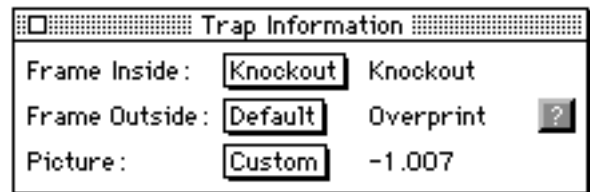
Library Palettes

A Library palette (**File -> New -> Library**) enables you to store and retrieve items (text boxes, picture boxes, lines, and groups).



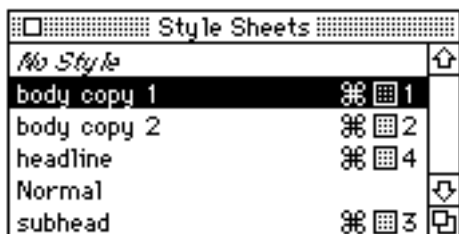
Colors Palette

You can apply color and shade to box backgrounds, lines, frames, text, and pictures via the Colors palette (**View → Show Colors**). You can also use the Colors palette to specify one- or two-color blends for box backgrounds. Holding down the **⌘** key as you click on a color name in the Colors palette opens the **Colors** dialog box and allows you to edit or create colors.



Trap Information Palette

You can override automatic and color-specific trapping settings on an item-by-item basis via the Trap Information palette (**View → Show Trap Information**). You can specify custom trapping from -36 to 36 points.



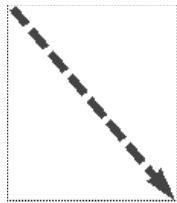
Style Sheets Palette

You can apply style sheets and view the style sheet applied to selected paragraphs via the Style Sheets palette (**View → Show Style Sheets**). Holding down the **⌘** key as you click on a style sheet name in the Style Sheets palette opens the **Style Sheets** dialog box and allows you to edit or create style sheets.

The Building Blocks of QuarkXPress

QuarkXPress is *box-based*. Text is contained in *text boxes*; pictures, in *picture boxes*. If you want text in a certain area of a page, you must create a text box in which to place the text. Similarly, if you want a picture, you must put it in a picture box.

You create text boxes with the Text Box tool. After selecting the tool, use the mouse to drag out a box of the size you want. For a picture box, you have your choice of the Rectangle, Rounded-corner Rectangle, Oval, or Polygon Picture Box tools.



The box shown to the left was created by holding the mouse button and dragging down from upper left to lower right, as indicated by the arrow. (You can drag in any direction to create a box.)

You can also create lines by selecting one of the line tools, moving the pointer back over the document window, and dragging out a line where you want, of the length you want.

Item Mode versus Content Mode

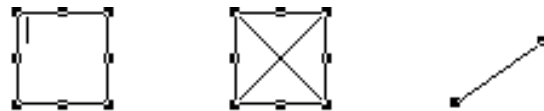
You can modify the contents of an active box only when the Content tool is selected. You can work with the items themselves (cut, copy, group, align, etc.) only when the Item tool is selected.

Page Grabber Hand

You can scroll the page in any direction by dragging the page with the Page Grabber Hand pointer. To activate the Page Grabber Hand pointer, hold down the Option key while holding the mouse button. The portion of the document shown in the document window is immediately updated as you move the page with the Page Grabber Hand pointer.

Active and Inactive Items

Boxes and lines are referred to collectively as *items*. To work with an item you must first activate it by clicking on it once with the Arrow pointer. An active item is displayed with heavy borders and handles. You can manually resize an item by clicking and dragging a handle.



Active text box (with Content tool selected), picture box, and line.

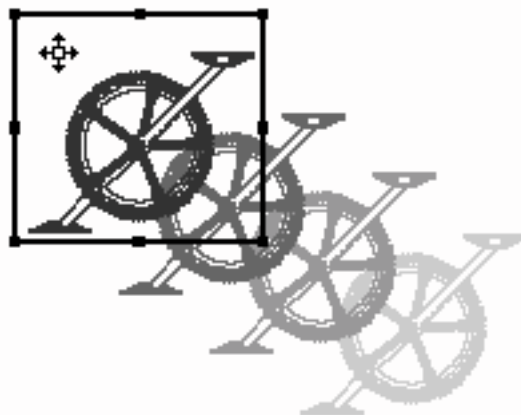
Inactive boxes are displayed with dotted outlines and no handles; inactive lines are displayed without handles.

Inactive text box, picture box, and line.



Live Dragging, Resizing, and Rotating

If you click on an item then immediately drag the mouse, only an outline of the item is displayed. If you click on an item then wait until it flashes before dragging, resizing, or rotating it, you can view the actual item rather than an outline.



Menus

Menu Bar

To display a menu, click on its title in the menu bar and hold down the mouse button.

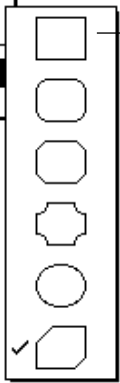
Menu Entries

A menu displays entries grouped according to the type of operation they perform. Drag the Arrow pointer up or down in a menu to highlight a menu entry. You choose a menu entry that opens a dialog box or performs an action

by highlighting the entry and releasing the mouse button.

Choose a menu entry that displays a submenu by highlighting the entry and holding down the mouse button to display the submenu. Drag the pointer to the right and down to choose an entry from the submenu; release the mouse button. (Choosing a submenu entry either performs an action or opens a dialog box.)

	File	Edit	Style	Item	Page	View	Utilities
Active menu entry <i>Available for you to choose. It is not dimmed when you display the menu.</i>				Modify... ⌘M			Keyboard equivalent <i>Enables you to choose a menu entry using the keyboard.</i>
				Frame... ⌘B			
				Runaround... ⌘T			
Dimmed menu entry <i>Not currently available. You cannot choose it from the menu.</i>				Duplicate ⌘D			Ellipsis <i>Indicates that choosing the entry displays a dialog box.</i>
				Step and Repeat... ⌘⇧D			
				Delete ⌘K			
Checked menu entry <i>A check mark to the left of a menu entry indicates that an attribute is applied or a function is in effect.</i>				Group ⌘G			Line <i>Groups of related commands are separated by lines.</i>
				Ungroup ⌘U			
				Constrain Lock			
Submenu indicator <i>An arrowhead displayed to the right of a menu entry indicates that choosing it displays a submenu from which you can choose an entry.</i>				Send to Back			Submenu <i>A submenu displays a list of entries related to the menu entry that displays it.</i>
				Bring to Front			
				Space/Align...			
				Box Shape			
				✓ Reshape Polygon			



Dialog Boxes

A dialog box is displayed on-screen in response to choosing a command that is followed by an ellipsis (for example, **Modify...**).

A dialog box contains fields and controls that enable you to make a number of specifications. Pressing the Tab key highlights the next field; pressing Shift-Tab highlights the previous field. In most fields, you can enter a value in any measure-

ment system that QuarkXPress supports. You only need to specify the measurement system if it is not the one currently specified in the **General Preferences** dialog box (**Edit -> Preferences -> General**). The program will convert the value to the currently specified measurement system and display it the next time you open the dialog box.

Field
*Enables you to enter specific values. You can add, subtract, multiply, and divide values in numeric fields. You can also combine operators (+, -, *, /), although you cannot use parentheses. QuarkXPress will perform multiplication and division first, followed by subtraction and addition, reading from left to right.*

Dialog box name
Text Box Specifications

Area
QuarkXPress places a border around and assigns a name to areas that contain related fields, buttons, and/or pop-up menus. An area name can include a check box. The fields and controls in such an area become active when you check the box.

Pop-up menu
A space-efficient method of providing several options. See next page.

Check box
Check boxes represent options that you can turn on and off. A checked box indicates that an option is turned on.

Button
Clicking a button does one of three things:

- Performs an operation.
- Selects an option.
- Opens or closes a dialog box.

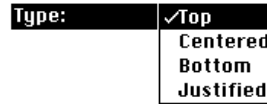
To perform an operation or open a dialog box, move the Arrow pointer over the button and click. If the button is surrounded by a thick border, pressing the Return or Enter key will perform the same operation as clicking the button. To select an option, click the button representing the option you want.

Pop-up menu indicator
You can enter a value in the field or click on the arrow to display a pop-up menu.

Pop-up Menus

A pop-up menu is a menu accessed through a dialog box. Clicking on the currently displayed entry displays the pop-up menu.

Some pop-up menus include a field as well as menu options. You can enter values in the field or choose an option from the menu. To display the pop-up menu, click on the arrowhead to the right of the pop-up menu name.



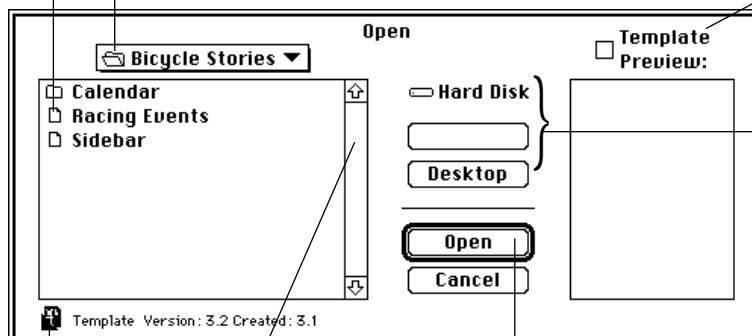
Directory Dialog Boxes for Opening Files

Scroll list

Displays the contents of the open disk or folder. To scroll through the list, use the mouse or the arrow keys. To select a file or folder, click on it or enter the first characters in a file or folder name.

Directory title

Displays the name of the selected disk or folder and enables you to select other folders on the current disk.



Preview

The **Preview** check box allows you to view preview pictures saved with documents, templates, and graphic files.

Disk, Eject, Desktop

The Disk indicator displays the name of the current disk. To display the contents of other disks, click **Desktop** and choose a disk from the scroll list. If you want to open a file on a floppy disk other than the one currently in your floppy drive, click **Eject** and insert the disk containing the file you want.

Scroll bar

Use the scroll bar or scroll arrows to view the names of files/folders not currently visible.

Open

To open a file or folder, select its name in the list and click **Open** or double-click on its name.

File type and version

Indicates whether the selected file is a document, template, or library as well as the version of QuarkXPress with which it was created and last saved.

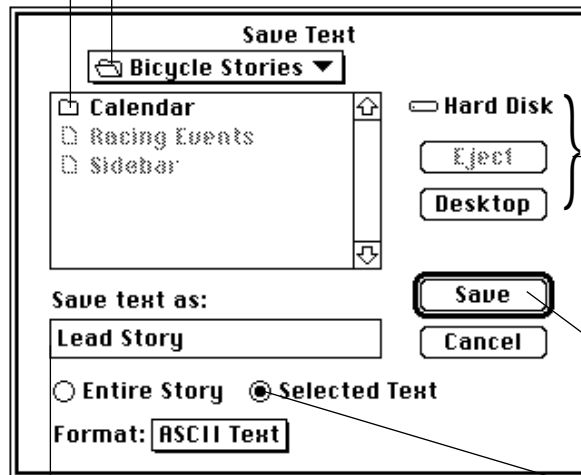
Directory Dialog Boxes for Saving Files

Scroll list

Displays the contents of the open disk or folder. To scroll through the list, use the mouse or the arrow keys. To select a folder, click on it.

Directory title

Displays the name of the selected disk or folder and enables you to select other folders on the current disk.



Disk, Eject, Desktop

The Disk indicator displays the name of the current disk. To display the contents of other disks, click **Desktop** and choose a disk from the scroll list. If you want to save a file on a floppy disk other than the one currently in your floppy drive, click **Eject** and insert the disk.

Save

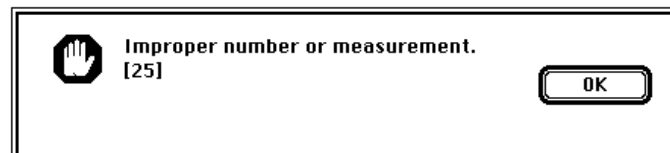
To save a file to the disk or folder displayed in the directory title, click **Save**. (If a folder is selected in the list, clicking **Save** opens the folder but does not save the file.)

Name field

A field is provided that enables you to give the file a name. Entering a name activates the **Save** button.

Button

Click to select an option.



Alert Dialog Boxes

An alert is a dialog box that warns you that there is a problem, that you've entered an invalid number in a field, that you've asked your computer to do something it can't do, or that you're about to perform an operation that can't be undone.

QuarkXPress Commands

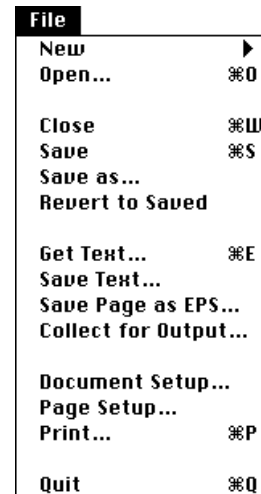
This section briefly introduces the QuarkXPress menus and commands. It is organized by menu from left to right across the menu bar. The commands are explained in order from top to bottom in each menu. These discussions are excerpts from the QuarkXPress documentation, which provides greater detail on all commands mentioned here.

File menu

The **File** menu includes commands that relate to entire documents — in other words, *files*. *File* is the standard industry term for an electronic document.

Groups of related commands are separated by lines.

- The first group enables you to create and open documents, templates, and libraries.
- The second group enables you to close, save, and make a copy of a document, and to undo your last set of changes to a document.
- The third group enables you to import text and pictures into documents, save text in a variety of formats, save document pages as Encapsulated PostScript (EPS) or Desktop Color Separation (DCS) pictures, and collect files necessary for high resolution output.
- The fourth group enables you to change a document's size "on the fly" and to control the way in which a document prints.
- The last command exits the program.



New enables you to create a new QuarkXPress document, template, or library. **New** is available when the total number of open documents, templates, and/or libraries is fewer than 25. Choosing **New** displays a submenu from which you can choose **Document** (⌘-N) to create a document or template or **Library** (⌘-Option-N) to create a library.

Open enables you to open an existing QuarkXPress document, template, or library. **Open** is available when the total number of open documents, templates, and/or libraries is fewer than 25. Choosing **Open** (⌘-O) displays the **Open** dialog box.

Close closes the active (frontmost) window. **Close** is available when a QuarkXPress document or template is active. Choosing **Close** (⌘-W) has the same effect as clicking the close box in the upper left corner of a document window.

Save retains changes you make to the active document. For documents that have been previously saved, **Save** retains changes you've made, and the new version of the document replaces the old version. If you haven't yet saved the active document, or if you are working on a template, choosing **Save** (⌘-S) displays the **Save as** dialog box.

Save as enables you to save a copy of the active document using a different name. **Save as** is available when a document or template is open. Choosing **Save as** (⌘-Option-S) displays the **Save as** dialog box.

To discard the most recent set of changes and restore the active document to the most recently saved version, choose **Revert to Saved**. **Revert to Saved** is available when you have made changes to a document or template since last saving it.

Get Text enables you to import ASCII text and word processing files into an active text box. **Get Text** is available when a text box is active and the Content tool is selected. Imported text is inserted at the insertion point, indicated by the Text Insertion bar, or replaces highlighted text. Choosing **Get Text** (⌘-E) displays the **Get Text** dialog box. QuarkXPress enables you to import text in the following formats: ASCII, ASCII with XPress Tags, MacWrite, MacWrite II, Microsoft Word, Microsoft Works, Microsoft Write, WordPerfect, and WriteNow.

Get Picture enables you to import pictures that have been prepared in many popular applications and formats. **Get Picture** replaces **Get Text** in the **File** menu and is available when a picture box is active and the Content tool is selected. Choosing **Get Picture** (⌘-E) displays the **Get Picture** dialog box. QuarkXPress enables you to import pictures in the following formats: PAINT, PICT, EPS, TIFF, RIFF, JPEG, PCX, and PhotoCD.

Save Text enables you to save QuarkXPress text in a variety of file formats so that it can be used by other programs. **Save Text** is available when a text box is active and the Content tool is selected. **Save Text** does not save pictures, only text. Choosing **Save Text** displays the **Save Text** dialog box. QuarkXPress enables you to export text in the following formats: ASCII, ASCII with XPress Tags, MacWrite 5.0, MacWrite II, Microsoft Word 4.0 and earlier, Microsoft Works 1.1 and 2.0, WordPerfect 2.0 and earlier, and WriteNow 2.0.

Save Page as EPS enables you to create a Macintosh or PC Encapsulated PostScript (EPS) or Desktop Color Separation (DCS) picture file of a page in the active document. **Save Page as EPS** is available when a document is active. Choosing **Save Page as EPS** displays the **Save Page as EPS** dialog box.

Collect for Output enables you to save a copy of your document in a folder along with all the information and picture files needed to print your document (except fonts). QuarkXPress also creates a *Report* file that contains other information necessary for high-resolution output.

Document Setup enables you to change an active document's page size from the specifications originally established in the **New Document** dialog box (**File** menu). **Document Setup** (⌘-Option-Shift-P) is available when a document is active. Choosing **Document Setup** displays the **Document Setup** dialog box.

Page Setup enables you to specify printing information such as paper size, page image orientation, and page image size. **Page Setup** is available when a document is active. Choosing **Page Setup** (⌘-Option-P) displays the **Page Setup** dialog box.

Print enables you to specify printing options such as the range of pages to be printed, tiling, color separations, and a variety of other options. **Print** is available when a document is active. Choosing **Print** (⌘-P) displays the **Print** dialog box.

Quit exits QuarkXPress and returns you to the Finder. After you choose **Quit**, QuarkXPress asks if you want to save changes to open, unsaved documents.

Edit menu

The **Edit** menu includes commands for editing text, pictures, and items, for changing QuarkXPress default specifications, and for controlling text-formatting features.

Groups of related commands are separated by lines.

- The first command enables you to undo certain actions.
- The second group enables you to edit text and pictures or items, depending on whether the Content tool or the Item tool is selected in the Tool palette.
- The third group enables you to create interactive links between QuarkXPress and illustration programs.
- The fourth group enables you to display a window that shows the contents of the Clipboard.
- The fifth group includes commands that enable you to search for and replace text and character attributes; to define application, general, typographic, trapping, and tool default specifications; and to create and edit style sheets, colors, and hyphenation and justification specifications. These commands are always available.

Undo reverses the last action performed. The menu entry identifies what can be undone. For example, **Undo Cut** is available after you have used the **Cut** command. **Can't Undo** is dimmed when **Undo** is not available.

When the Item tool is selected, the **Cut**, **Copy**, **Paste**, **Clear**, and **Select All** commands affect items (text boxes, picture boxes, lines, and groups).

When the Content tool is selected, the **Cut**, **Copy**, **Paste**, **Clear**, and **Select All** commands affect the contents of boxes — text and pictures.

Subscribe To and **Subscriber Options** are Apple System 7 features that create interactive links between PICT edition files imported into QuarkXPress and their original applications. Picture display is automatically updated when a file is modified in its original application.

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Subscribe To...	
Subscriber Options...	
Show Clipboard	
Find/Change	⌘F
Preferences	▶
Style Sheets...	
Colors...	
H&Js...	⌘⇧H

Show Clipboard displays a window showing the contents of the Clipboard. Choosing **Show Clipboard** brings the Clipboard in front of all open documents.

Find/Change enables you to search for text, text attributes, or special characters within an active text box, a chain of linked text boxes (a story), or an entire document. The **Find/Change** command is always available. Choosing **Find/Change** displays the **Find/Change** dialog box.

Preferences enables you to modify default settings for various QuarkXPress functions. **Preferences** is always available. Choosing **Preferences** displays a submenu that enables you to modify **Application**, **General**, **Typographic**, **Trapping**, and **Tool** defaults.

Style Sheets enables you to create and edit style sheets and to append style sheets from other documents. **Style Sheets** is always available. You apply style sheets to paragraphs via the **Style Sheets** command in the **Style** menu, the Style Sheets palette accessed via the **View** menu, or keyboard equivalents you define. You can use style sheets to group and apply paragraph formats and character attributes, saving you the work of applying them individually.

Colors enables you to create new colors, to edit existing colors, and to append colors from other documents. **Colors** is always available. You can apply colors to text, pictures, and items via commands in the **Style** and **Item** menus and via the Colors palette (**View** -> **Show Colors**).

H&Js enables you to create and edit H&J specifications and to append specifications from other documents. **H&Js** is always available. An H&J specification is a group of hyphenation rules and justification settings that can be applied to a paragraph or a range of paragraphs in a single operation via the **Paragraph Formats** dialog box (**Style** -> **Formats**).

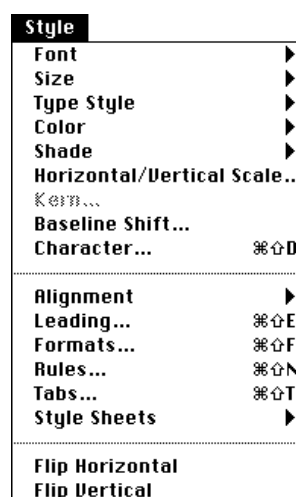
Style menu for Text

The entries in the **Style** menu vary according to the active item: a text box, a picture box, or a line. The **Style** menu for text includes commands for specifying character attributes and paragraph formats. These commands are available when the Content tool is selected and a text box is active.

Groups of related commands are separated by lines.

The **Style** menu for Text contains commands for modifying text.

- The first group enables you to apply and modify character attributes. You can specify character font, size, type style, color, shade, and scale, as well as intercharacter spacing and the position of characters relative to their baseline.
- The second group enables you to apply and modify paragraph formats. You can specify alignment, leading, indents, rules, and several other formats, and you can apply a style sheet to selected paragraphs.
- The third group enables you to flip text horizontally and vertically.



Font enables you to apply a font to highlighted characters. **Font** is available when a text box is active and the Content tool is selected. Choosing **Font** displays the **Font** submenu.

Size enables you to apply a font size to highlighted characters. **Size** is available when a text box is active and the Content tool is selected. Choosing **Size** displays the **Size** submenu. You can specify font sizes from 2 to 720 points in .001-point increments

Type Style enables you to apply a type style to highlighted characters. **Type Style** is available when a text box is active and the Content tool is selected. Choosing **Type Style** displays the **Type Style** submenu.

Color enables you to apply a color to highlighted characters. **Color** is available when a text box is active and the Content tool is selected. Choosing **Color** displays the **Color** submenu, which lists all colors in the active document.

Shade enables you to specify the color saturation of highlighted characters. **Shade** is available when a text box is active and the Content tool is selected. Choosing **Shade** displays the **Shade** submenu. You can specify a shade from 0% to 100% in .1% increments.

Horizontal/Vertical Scale enables you to compress or expand highlighted characters horizontally or vertically from 25% (one quarter) to 400% (four times) their normal width or height. You can apply either horizontal or vertical scaling to selected characters, but not both. **Horizontal/Vertical Scale** is available when a text box is active and the Content tool is selected. Choosing **Horizontal/Vertical Scale** displays the **Scale** dialog box. The **Scale** value for normal, unscaled characters is 100%.

Kern enables you to adjust the space between two characters separated by the Text Insertion bar. **Kern** is available and replaces **Track** in the **Style** menu when the Content tool is selected and the Text Insertion bar is between two characters (or between a character and a space). Choosing **Kern** displays the **Kern Amount** dialog box. You can specify a kerning value from –500 to 500 in increments as fine as .000005 em.

Track enables you to adjust the space to the right of each character in a range of highlighted characters. **Track** is available and replaces **Kern** in the **Style** menu when the Content tool is selected and one or more characters are highlighted. Choosing **Track** displays the **Track Amount** dialog box. You can specify a tracking value from –500 to 500 in increments as fine as .000005 em.

Baseline Shift enables you to move highlighted characters up to 36 points above or below their baselines. **Baseline Shift** is available when a text box is active and the Content tool is selected. Choosing **Baseline Shift** displays the **Baseline Shift** dialog box.

Character enables you to apply font, size, style, color, shade, horizontal scale, kern/track amount, and baseline shift using a single dialog box. **Character** is available when a text box is active and the Content tool is selected. Choosing **Character** (⌘-Shift-D) displays the **Character Attributes** dialog box.

Alignment enables you to specify the alignment for selected paragraphs. **Alignment** is available when a text box is active and the Content tool is selected. Choosing **Alignment** displays the **Alignment** submenu.

Leading enables you to specify the vertical spacing of lines of text in selected paragraphs. **Leading** is available when a text box is active and the Content tool is selected. Choosing **Leading** (⌘-Shift-E) displays the **Leading** dialog box. You can specify leading from -15" to 15" in .001-point increments.

Formats enables you to apply several paragraph formats using a single dialog box. **Formats** is available when a text box is active and the Content tool is selected. Choosing **Formats** (⌘-Shift-F) displays the **Paragraph Formats** dialog box.

Rules enables you to specify an anchored horizontal rule above and/or below selected paragraphs. When text flows, the rules move with the paragraphs. **Rules** is available when a text box is active and the Content tool is selected. Choosing **Rules** (⌘-Shift-N) displays the **Paragraph Rules** dialog box.

Tabs enables you to place tab stops for controlling the placement of text. **Tabs** is available when a text box is active and the Content tool is selected. Choosing **Tabs** (⌘-Shift-T) displays the **Paragraph Tabs** dialog box.

Style Sheets in the **Style** menu enables you to apply style sheets created via the **Style Sheets** command in the **Edit** menu. **Style Sheets** is available when a text box is active and the Content tool is selected. Choosing **Style Sheets** displays the **Style Sheets** submenu.

Flip Horizontal enables you to flip text so that it reads from right to left. **Flip Horizontal** is available when the Content tool is selected.

Flip Vertical enables you to flip text so that it reads upside down from bottom to top. **Flip Vertical** is available when the Content tool is selected.

Style menu for Pictures

The entries in the **Style** menu vary according to the active item: a text box, a picture box, or a line. The **Style** menu for pictures enables you to change the color and shade of a picture, to create a true negative of a picture, to adjust the contrast of a picture, to control the way in which QuarkXPress creates an electronic halftone of a picture, and to flip pictures horizontally and vertically.

Using the **Style** menu, you can modify pictures in the following formats: TIFF (Tag Image File Format) color, grayscale, and line art; RIFF (Raster Image File Format) grayscale and line art; and color and black-and-white bitmap. You cannot modify object-oriented PICT or EPS pictures using **Style** menu commands.

Color enables you to add color to pictures in certain formats. **Color** is available when the Content tool is selected and an active picture box contains a black-and-white bitmap picture, a TIFF/RIFF line art picture, or a TIFF/RIFF grayscale picture. Choosing **Color** displays the **Color** submenu, which lists all colors available in the active document.

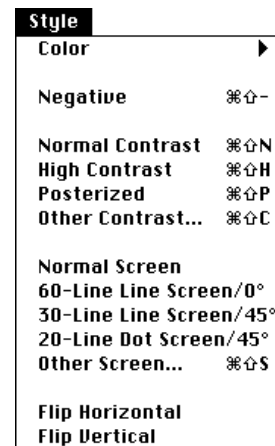
Shade enables you to specify the saturation of the color applied to pictures in certain formats. **Shade** is available when the Content tool is selected and an active picture box contains a black-and-white or grayscale bitmap or TIFF picture. Choosing **Shade** displays the **Shade** submenu. You can specify a shade from 0% to 100% in .1% increments.

Negative (⌘-Shift-hyphen) produces a negative image of pictures in certain formats. **Negative** is available when the Content tool is selected and an active picture box contains a color bitmap picture, a TIFF/RIFF line art or grayscale picture, or a TIFF color picture.

Normal Contrast (⌘-Shift-N) leaves a picture's original contrast unchanged: when **Normal** is chosen, printed tonal values equal original tonal values. *Contrast* describes the relationship between the highlights (light areas), middle tones, and shadows (dark areas) of a picture. **Normal Contrast** is available when the Content tool is selected and an active picture box contains a color bitmap picture, a TIFF color or grayscale picture, or a RIFF grayscale picture.

High Contrast (⌘-Shift-H) displays and prints a grayscale picture in two levels of gray, and a color picture with no intermediate color saturation values. **High Contrast** is available when the Content tool is selected and an active picture box contains a color bitmap picture, a TIFF color or grayscale picture, or a RIFF grayscale picture.

Posterized (⌘-Shift-P) displays and prints a grayscale picture in six levels of gray, and a color picture with six saturation levels of color. **Posterized** is available when the Content tool is selected and an active picture box contains a color bitmap picture, a TIFF color or grayscale picture, or a RIFF grayscale picture.



Other Contrast enables you to modify a picture's contrast curve. Choosing **Other Contrast** (⌘-Shift-C) displays the **Picture Contrast Specifications** dialog box. **Other Contrast** is available when the Content tool is selected and an active picture box contains a color bitmap picture, a TIFF color or grayscale picture, or a RIFF grayscale picture.

Normal Screen prints the picture in an active picture box using a halftone dot pattern at a 45° angle. The value you enter into the **Halftone Screen** field in the **Page Setup** dialog box (**File** → **Page Setup**) determines the frequency of the screen (the number of lines per inch [lpi] at which the picture is printed). **Normal Screen** is available when the Content tool is selected and an active picture box contains a black-and-white bitmap picture or a TIFF/RIFF line art or grayscale picture. **Normal Screen** is the default screen.

60-Line Line Screen/0° prints the picture at 60 lines per inch; the lines are horizontal (0° angle). This specification is available when the Content tool is selected and an active picture box contains a black-and-white bitmap picture or a TIFF/RIFF line art or grayscale picture.

30-Line Line Screen/45° prints the picture at 30 lines per inch; the angle of the lines is 45°. This specification is available when the Content tool is selected and an active picture box contains a black-and-white bitmap picture or a TIFF/RIFF line art or grayscale picture.

20-Line Dot Screen/45° prints the picture at 20 dots per inch (larger dots than those for the normal 60 dots per inch); the angle of the lines is 45°. This specification is available when the Content tool is selected and an active picture box contains a black-and-white bitmap picture or a TIFF/RIFF line art or grayscale picture.

Other Screen enables you to define custom screening values for the picture in an active picture box. You can specify the screen's angle, pattern, and number of lines per inch. **Other Screen** is available when the Content tool is selected and an active picture box contains a black-and-white bitmap picture or a TIFF/RIFF line art or grayscale picture. Choosing **Other Screen** (⌘-Shift-S) displays the **Picture Screening Specifications** dialog box.

Flip Horizontal enables you to flip a picture from left to right. **Flip Horizontal** is available when the Content tool is selected.

Flip Vertical enables you to flip a picture from bottom to top. **Flip Vertical** is available when the Content tool is selected.

Style menu for Lines

The entries in the **Style** menu vary according to the active item: a text box, a picture box, or a line. The **Style** menu for lines includes commands that enable you to specify line style, endcaps, width, color, and shade.

Style	
Line Style	▶
Endcaps	▶
Width	▶
Color	▶
Shade	▶

Line Style enables you to specify the style of an active line. **Line Style** is available when a line is active. Choosing **Line Style** displays the **Line Style** submenu.

Endcaps enables you to specify arrowheads and tail feathers for a line. **Endcaps** is available when a line is active. Choosing **Endcaps** displays the **Endcaps** submenu.

Width enables you to specify the thickness of a line. **Width** is available when a line is active. Choosing **Width** displays the **Width** submenu. You can specify line widths from hairline to 864 points in .001-point increments.

Color enables you to specify a color for a line. **Color** is available when a line is active. Choosing **Color** displays the color submenu, which lists the colors in the active document.

Shade enables you to specify the color saturation of a line. **Shade** is available when a line is active. Choosing **Shade** displays the **Shade** submenu. You can specify a shade from 0% to 100% in .1% increments.

Item menu

The **Item** menu includes commands for working with text boxes, picture boxes, lines, and groups — in other words, *items*.

Groups of related commands are separated by lines.

- The first group enables you to enter specifications for boxes, lines, and groups, to place frames on boxes, and to control the way in which text flows in relation to items.
- The second group enables you to make one or more duplicates of items and to remove items from a document.
- The third group enables you to create groups in which multiple items act as one and to prevent items from being moved or resized accidentally.
- The fourth group enables you to change the stacking order of items on a page and to control the spacing and alignment of items.
- The last group enables you to change the shape of a text or picture box and to reshape polygon boxes.

Item	
Modify...	⌘M
Frame...	⌘B
Runaround...	⌘T
Duplicate	⌘D
Step and Repeat...	⌘⇧D
Delete	⌘K
Group	⌘G
Ungroup	⌘U
Constrain	
Lock	
Send to Back	
Bring to Front	
Space/Align...	⌘,
Box Shape	▶
Reshape Polygon	

Modify enables you to change several specifications for an active text box, picture box, line, or group using a single dialog box. **Modify** is available when a text box, picture box, line, or group is active. Depending on the active item, choosing **Modify** (⌘-M) displays one of the following dialog boxes: **Text Box Specifications** (or **Anchored Text Box Specifications** for anchored text boxes), **Picture Box Specifications** (or **Anchored Picture Box Specifications** for anchored picture boxes), **Line Specifications**, or **Group Specifications**. You can access these dialog boxes by double-clicking on items with the Item tool selected or by double-clicking on items while holding down the ⌘ key.

Frame enables you to place a border around an active box. **Frame** is available when a text box, picture box, or group consisting of only text boxes or only picture boxes is active. Choosing **Frame** (⌘-B) displays the **Frame Specifications** dialog box.

Runaround enables you to control the way in which text flows in relation to items and pictures. **Runaround** is available when a text box, picture box, or line is active. Choosing **Runaround** (⌘-T) displays the **Runaround Specifications** dialog box. The active item determines the controls that are available.

Duplicate (⌘-D) automatically places a copy of active items in front of all other items. **Duplicate** is available when items are active. The placement of the copy is determined by the offset values specified in the **Step and Repeat** dialog box (**Item** → **Step and Repeat**). The preset default horizontal and vertical offset value is .25".

Step and Repeat enables you to create multiple copies of active items and specify where QuarkXPress places the copies. **Step and Repeat** is available when items are active. Choosing **Step and Repeat** (⌘-Option-D) displays the **Step and Repeat** dialog box.

Delete (⌘-K) removes active items. **Delete** is available when items are active. When a box is active, **Delete** removes the contents of the box along with the box. Deleting a constraining box also deletes constrained items and their contents. If the Item tool is selected, the Delete key on the Macintosh keyboard functions just like the **Delete** command.

Group (⌘-G) combines two or more active items so that they act as a single item. **Group** is available when two or more items are active.

Ungroup (⌘-U) removes the bounding box and dissociates grouped items. **Ungroup** is available when the Item tool is selected and a group is active.

Constrain changes an active group to a constrained group. Items in a constrained group are contained within a *constraining box* and are referred to as *constrained items*. These items cannot be moved or resized beyond their constraining box.

Constrain is available when an active group is surrounded by a box that is behind all the other items in the group. **Unconstrain** is available when a constrained group is active.

Lock prevents you from moving or resizing items with the mouse. **Lock** is available when unlocked items are active. You can still move and resize locked items using the **Text Box**, **Picture Box**, **Line**, or **Group Specifications** dialog boxes

(**Item** → **Modify**), or the Measurements palette. **Unlock** is available when locked items are active.

Send to Back places active items behind all other items on a page. **Send to Back** reorders the *stacking* of items by placing the active items at the bottom of the stack. **Send to Back** is available when active items are not at the bottom of the stack. Hold down the Option key while displaying the **Item** menu to change this command to **Send Behind**, which changes the stacking order of active items by one layer.

Bring to Front places active items in front of all other items. **Bring to Front** reorders the *stacking* of items by placing active items at the top of the stack. **Bring to Front** is available when active items are not at the top of the stack. Hold down the Option key while displaying the **Item** menu to change this command to **Bring Forward**, which changes the stacking order of active items by one layer.

Space/Align enables you to control the amount of horizontal and/or vertical space between multiple-selected items. **Space/Align** (⌘-) is available when two or more items are active. Choosing **Space/Align** displays the **Space/Align Items** dialog box.

Box Shape enables you to modify the shape of an active text or picture box. **Box Shape** is available when a text or picture box is active. Choosing **Box Shape** displays a submenu containing six shapes.

Reshape Polygon enables you to move, resize, and delete the handles and line segments of an active polygon or resize an active polygon by dragging the handles of its bounding box. Choosing **Reshape Polygon** when it is not checked (thereby checking it) removes the handles that indicate an active polygon's bounding box and places handles at the polygon's vertices, enabling you to reshape it. **Reshape Polygon** is available when a polygon text or picture box is active.

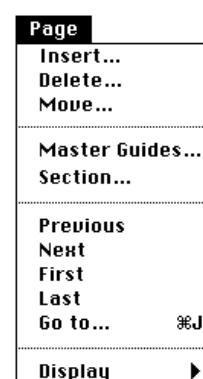
Page menu

The **Page** menu includes commands for arranging pages in a document and for navigating through a document.

Groups of related commands are separated by lines.

- The first group enables you to insert, delete, and rearrange pages within a document.
- The second group enables you to modify the placement of page guides on master pages and to change the numbering system of a document or a range of pages in a document.
- The third group enables you to navigate through a document.
- The last command enables you to display a master page or a document page.

Insert enables you to add pages to a document. **Insert** is available when a document is active. Choosing **Insert** displays the **Insert Pages** dialog box. You can also access this dialog box by holding down the Option key while inserting a page using the Document Layout palette (**View** → **Show Document Layout**).



Delete enables you to remove a page or a range of pages from the active document. **Delete** is available when the active document contains two or more pages. Choosing **Delete** displays the **Delete Pages** dialog box.

Move enables you to rearrange pages within your document. **Move** is available when the active document contains two or more pages. Choosing **Move** displays the **Move Pages** dialog box.

Master Guides enables you to reposition page guides from the position originally established in the **New Document** dialog box (**File** menu). **Master Guides** is available when a document is active and a master page is displayed in the document window. Choosing **Master Guides** displays the **Master Guides** dialog box.

Section enables you to divide a document into individually numbered sections, or ranges of pages. **Section** is available when a document is active. Choosing **Section** displays the **Section** dialog box. You can also access this dialog box via the Document Layout palette (**View** → **Show Document Layout**).

The **Previous**, **Next**, **First**, and **Last** commands enable you to “turn the pages” of your document to the specified page. **Previous** and **Next** are relative to the current page. **First** and **Last** refer to the first and last pages of the active document.

Go to enables you to view any page in your document without scrolling. **Go to** is available when a document is active. Choosing **Go to** (⌘-J) displays the **Go to Page** dialog box.

Display enables you to display a master page or a document page. **Display** is available when a document is active. Choosing **Display** displays a submenu of all master pages established for the active document and an entry (*Document*) that enables you to display the document. The currently selected entry is checked.

View menu

The **View** menu includes commands for controlling what you see on screen and the way items and pages are displayed.

Groups of related commands are separated by lines.

- The first group enables you to specify the size of the document view.
- The **Windows** submenu enables you to control whether multiple documents are stacked or tiled when displayed.
- The third group enables you to control the way in which visual layout aids are displayed and the way they operate.
- The fourth group enables you to display or hide several palettes.

Fit in Window (⌘-0), **50%**, **75%**, **Actual Size** (⌘-1), and **200%** control the on-screen document display size. You can use reduced views when you are working on full pages or large areas and the full-scale and enlarged views for detail work. **Fit in Window**, **50%**, **75%**, **Actual Size**, and **200%** are available when a document is active.

Thumbnails displays a reduced view of a document and enables you to move pages within an active document and to copy pages between documents. To copy pages between documents, both documents must be in **Thumbnails** view.

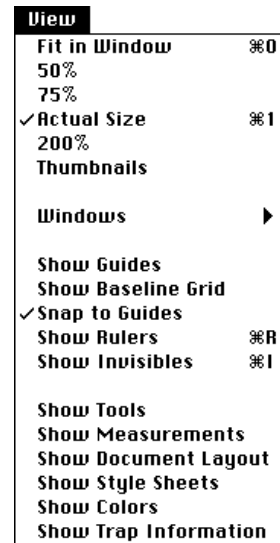
Windows enables you to display multiple open documents either stacked or tiled and to activate an open window. **Windows** is available when at least one document is open. Holding down the Shift key while clicking on the title bar of the active window also displays the **Windows** submenu.

Show Guides displays all page guides, ruler guides, and box outlines, providing you with visual aids for placing page elements with the mouse. **Show Guides** is available when a document is active and guides are hidden. **Hide Guides** is available when a document is active and guides are showing. When guides are hidden, the outline of an active box is still displayed.

Show Baseline Grid displays the horizontal grid lines specified via the **Baseline Grid** area in the **Typographic Preferences** dialog box (**Edit -> Preferences -> Typographic**). **Show Baseline Grid** is available when a document is open and the grid is hidden. **Hide Baseline Grid** is available when a document is open and the grid is showing.

Snap to Guides enables you to align an item with a page guide or ruler guide. **Snap to Guides** automatically aligns the Item Creation pointer or the edge of an item being moved or resized to a guide when you move the pointer or edge. You can specify the distance at which the item snaps to the guide in the **Snap Distance** field of the **General Preferences** dialog box (**Edit -> Preferences -> General**). **Snap to Guides** is available when a document is active. When **Snap to Guides** is enabled, the command is checked in the menu.

Show Rulers displays rulers along the top and left edges of the document window. **Show Rulers** is available when a document is active and rulers are hidden. **Hide Rulers** is available when a document is active and rulers are showing. The keyboard command ⌘-R displays the rulers when they are hidden and hides them when they are showing.



Show Invisibles displays nonprinting characters, such as word spaces and tabs, that are otherwise not shown on-screen. **Show Invisibles** is available when a document is active and invisible characters are hidden. **Hide Invisibles** is available when a document is active and invisible characters are showing. The keyboard command **⌘-I** displays the characters when they are hidden and hides them when they are showing.

Show Tools displays the Tool palette. **Show Tools** is available when the Tool palette is hidden. **Hide Tools** is available when the Tool palette is showing. Choosing **Hide Tools** is the same as clicking the close box on the Tool palette.

Show Measurements displays a palette that displays and enables you to edit a variety of item and content specifications. The specifications displayed vary according to the active items and the selected tool. **Show Measurements** is available when the Measurements palette is hidden. **Hide Measurements** is available when the Measurements palette is displayed. Choosing **Hide Measurements** is the same as clicking the close box on the Measurements palette.

Show Document Layout displays a palette that you can use to add, delete, and move document and master pages using page icons. **Show Document Layout** is available when the palette is not displayed. **Hide Document Layout** is available when the Document Layout palette is showing. Choosing **Hide Document Layout** is the same as clicking the close box. You can move, resize, and close the **Document Layout** palette like most Macintosh windows.

Show Style Sheets displays a palette that you can use to apply style sheets to selected paragraphs, to check the style sheet applied to selected paragraphs, and to open the **Edit Style Sheet** dialog box (**Edit -> Style Sheets**). **Show Style Sheets** is available when the palette is not displayed. **Hide Style Sheets** is available when the palette is displayed. Clicking the close box in the palette is the same as choosing **Hide Style Sheets**. You can move, resize, and close the Style Sheets palette like most Macintosh windows.

Show Colors displays a palette that you can use to add color to text, pictures, box backgrounds, lines, and frames. You can also use the Colors palette to specify a two-color blend for a box background. **Show Colors** is available when the palette is not displayed. **Hide Colors** is available when the palette is displayed. Clicking the close box is the same as choosing **Hide Colors**. You can move, resize, and close the Colors palette like most Macintosh windows.

Show Trap Information displays a palette that you can use to specify trapping relationships for adjacent colors on an object-by-object basis. **Show Trap Information** is available when the palette is not displayed. **Hide Trap Information** is available when the palette is displayed. Clicking the close box is the same as choosing **Hide Trap Information**. You can move and close the Trap Information palette like most Macintosh windows.

Utilities menu

The **Utilities** menu includes commands for checking spelling and hyphenation and for listing fonts and pictures used in a document. A number of QuarkXTensions (add-on software modules that expand the features of QuarkXPress to address specialized publishing tasks) add menu entries to the **Utilities** menu.

Groups of related commands are separated by lines.

- The first group enables you to check the spelling of individual words, stories, and documents, and to create and edit custom spelling dictionaries.
- The second group enables you to obtain suggested hyphenation for words and to create a table of hyphenation exceptions.
- The third group enables you to list and change all fonts used in a document, and to list, display, and locate the original files for all pictures used in a document.
- The fourth group enables you to edit tracking and kerning information for PostScript fonts and to create instances of multiple master fonts. The kerning and tracking entries are displayed when the *Kern/Track Editor* XTension is in the QuarkXPress program folder. The **Font Creator** entry is available when you are using Adobe Type Manager version 3.0 or later and have installed Multiple Master fonts and the Multiple Master INIT in your System.

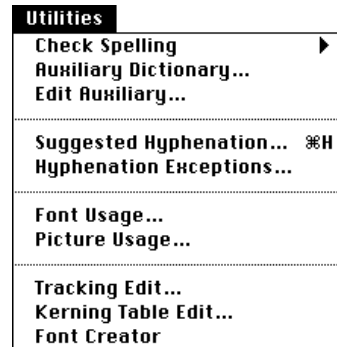
Check Spelling enables you to compare a word (⌘-L), a story (⌘-Option-L), an entire document (⌘-Option-Shift-L), or all master pages against the 120,000-word *XPress Dictionary* and any open auxiliary dictionary. **Check Spelling** is available when a document is active. Choosing **Check Spelling** displays a submenu that enables you to check the spelling of a word, a story, a document, or a document's master pages.

Auxiliary Dictionary enables you to create or open a custom spelling dictionary either for all new documents (if no documents are open) or for the active document. **Auxiliary Dictionary** is always available. Choosing **Auxiliary Dictionary** displays the **Auxiliary Dictionary** dialog box.

Edit Auxiliary enables you to add or delete entries in an existing auxiliary spelling dictionary. **Edit Auxiliary** is available when an auxiliary dictionary is open. Choosing **Edit Auxiliary** displays the **Edit Auxiliary Dictionary** dialog box.

Suggested Hyphenation displays syllable breaks for a selected word. **Suggested Hyphenation** is available when a text box is active and the Content tool is selected. Choosing **Suggested Hyphenation** (⌘-H) displays the **Suggested Hyphenation** dialog box.

Hyphenation Exceptions enables you to control the way in which QuarkXPress breaks certain words when they must be divided at the end of a line. **Hyphenation Exceptions** is always available. Choosing **Hyphenation Exceptions** displays the **Hyphenation Exceptions** dialog box.



Font Usage lists all fonts used in an active document and enables you to replace any font with any other installed font. **Font Usage** is available when a document is active. Choosing **Font Usage** displays the **Font Usage** dialog box, which is a variation of the **Find/Change** dialog box (**Edit** → **Find/Change**).

Picture Usage displays a list of all pictures used in a document and enables you to determine their status, to view them, and to locate them for printing. **Picture Usage** is available when a document is active. Choosing **Picture Usage** displays the **Picture Usage** dialog box.

Tracking Edit enables you to create custom tracking tables for fonts. QuarkXPress uses these custom tables when spacing characters. **Tracking Edit** is available when the *Kern/Track Editor* XTension is in the same folder as QuarkXPress. Choosing **Tracking Edit** displays the **Tracking Edit** dialog box.

Kerning Table Edit enables you to modify a font's kerning table. **Kerning Table Edit** is available when the *Kern/Track Editor* XTension is in the same folder as QuarkXPress. Choosing **Kerning Table Edit** displays the **Kerning Table Edit** dialog box.

Font Creator enables you to create a wide range of stylistic variations of multiple master fonts. To access **Font Creator** from within QuarkXPress, you must have ATM version 3.0 or later, the Multiple Master INIT, and the necessary Multiple Master fonts installed in your System.

Frame Editor

Frame Editor is a separate program included with QuarkXPress. It enables you to create bitmap frames that you can apply to text boxes and rectangular picture boxes. A frame is a border around a box.

EfiColor XTension

The EfiColor XTension, included with QuarkXPress, provides a color management system that enables colors in QuarkXPress documents to be accurately rendered on numerous output devices. The XTension adds options to the **Get Picture**, **Save Page as EPS**, and **Page Setup** dialog boxes (**File** menu) and to the **Application Preferences** and **Edit Color** dialog boxes (**Edit** menu). It also adds an **EfiColor Preferences** option (**Edit** → **Preferences**), a **Profile** option to the **Style** menu, and a **Profile Usage** option to the **Utilities** menu. Full documentation for the EfiColor XTension is provided with QuarkXPress.

3.3 New Features

The features described below are new to the latest version of QuarkXPress. They are grouped in the following eight sections: Program Environment, Document Construction, Word Processing, Pictures, Color, Typography, Page Layout, and Printing.

Program Environment

Apple Events Scripting Support

QuarkXPress 3.3 includes a variety of new Frontier Runtime scripts, enhanced Apple Events support, and updated scripting documentation.

Cross-platform Capability

The core features of QuarkXPress 3.3 are identical on Power Macintosh, Macintosh, and Windows, for cross-platform parity.

Document Construction

Enhanced Document Layout Palette

You can apply a master page to a single document page in the Document Layout palette (**View → Show Document**) by dragging the master page icon over the document page icon. Two buttons at the top of the palette enable you to copy and delete selected document and master pages. The area in the lower-left corner of the palette displays the user-specified section number for a document page whose icon is selected in the palette. You can also open the **Section** dialog box (**Page → Section**) by clicking on this number.

Word Processing

PC Import Filters for Microsoft Word and WordPerfect

The Microsoft Word PC and WordPerfect PC filters enable you to import files generated by these popular PC-compatible-based applications.

Two-character Tab Fill Characters

You can now enter any two printing characters in the **Fill Character** field in the **Paragraph Tabs** dialog box (**Style → Tabs**). These characters will alternate to fill the space between the point at which you press the tab key and the defined tab stop. For example, to increase the space between the dots used in a regular dot leader, you could enter a period and a word space.

Pictures

JPEG Filter

The JPEG filter enables you to import graphics files saved in the JPEG format. Several popular photo-editing applications, such as Adobe Photoshop, can generate JPEG files.

PCX Filter

The PCX filter enables you to import graphics files saved in the popular bitmap-based “PCX” format by PC-compatible applications.

Spot Color Updating

When you import an EPS (Encapsulated PostScript) picture that contains spot colors, QuarkXPress automatically adds the colors to the **Color** scroll list (**Edit -> Colors**).

Grayscale TIFF Shading

You can now apply shading to the gray elements of grayscale TIFFs from 0 percent to 100 percent in .1 percent increments.

Color

Toyo and DIC Spot Color Models

Two new spot color models, Toyo and DIC, have been added to the **Model** pop-up menu in the **Edit Color** dialog box (**Edit -> Colors**).

Typography

Kern to Space

You can now specify kerning pairs that consist of a character and a word or en space using the Kern/Track Editor. These pairs are used just like other kerning pairs.

Page Layout

Variable-shaped Text Boxes

You can now create text boxes in any shape. To create a non-rectangular text box, first create a rectangular text box as usual using the Text Box tool. With the text box active, choose **Box Shape** from the **Item** menu, and choose a shape option from the submenu.

Quickly Deactivating Items

When the Item tool is selected, you can quickly deactivate any active item(s) in your document by pressing the Tab key.

Undo Multiple-item Delete

You can now choose the **Undo** command (**Edit** menu) after you have deleted a group or multiple-selected items.

Printing

OPI 1.3

QuarkXPress 3.3 generates OPI (Open Prepress interface) comments with the most-recently published specification, version 1.3.

Enhanced PDF/PPD Support

QuarkXPress now supports PPDs (PostScript Printer Descriptions, version 4.0 or greater) in much the same way that it supports PDFs (Printer Description Files). PDFs and PPDs contain PostScript printer-specific information that QuarkXPress uses to output pages correctly.

