

# Real World QuarkXPress 6

for Macintosh and Windows

by David Blatner

©2004, David Blatner  
[www.peachpit.com/blatner](http://www.peachpit.com/blatner)

## REVISED INDEX



2-Position Rollovers 770  
32-bit TIFF display 96, 529

### A

A4 Letter 245  
About QuarkXPress 47  
Absolute trapping 650  
Accents 353, 381, 403, 457  
Acrobat Distiller 7, 798–799  
Acrobat PDF 511, 796–804  
    as PostScript interpreter 673  
    bookmarks 801–802  
    color in 666–667  
    color separations 804  
    hyperlinks in 800–802  
    job options 802  
    OS X print driver 797  
    PDF/X 798  
    preferences 104–105, 798, 799  
    sending to imaging center 721, 726  
    versus HTML 738–739  
    viewing on Web 797  
Add Printer 674–675, 729  
Adding pages 267, 272  
Additive color 618

Adobe  
    FrameMaker 404  
    GoLive 742  
    Illustrator 133, 508, 665  
    InDesign 122, 168  
    PageMaker 122, 168  
    Photoshop 545, 549, 556, 668–670, 757, 793–795  
Adobe Type Manager (ATM) 309  
a lowly apprentice production 843  
Aliens 178–179  
Aligning objects 185–190  
Aligning text  
    anchored boxes 600–601  
    horizontal 333–335  
    on path 130  
All Caps 290  
Allocating RAM 46  
Alpha channels 565–566, 567, 590  
Anchored boxes 598–607  
    alignment 600–603  
    deleting 605  
    restrictions 599  
    rule below 612  
    text boxes 604  
    unanchoring 605

Anchor hyperlinks 766–767. *See also* Web documents  
 ANSI Codes 402, 885–890  
 Append 240  
   colors 633–635  
   conflicts 439  
   H&Js 367–369  
   style sheets 437–440  
 AppleScript. *See* Scripting  
 Application Preferences. *See* Preferences  
 Apply 76  
 Arabic numerals 280  
 Arrow keys 167  
 Arrows. *See* Lines  
 As Is color 697  
 ASCII data 543, 703  
 Asymmetric bleed 707  
 Auto Backup 62–63  
 Auto Constraint 184  
 Auto leading 346–347  
 Auto Library Save 239  
 Auto Page Insertion 276  
 Auto Picture Import 534–535  
 Auto Save 61–62  
 Automatic Text Box 248–250, 259–262  
 Auxiliary dictionaries 303–305  
 avenue.quark 52, 872–874

## B

Background color 115, 122, 600  
 Backing up 50  
 Bad File Format 58  
 Badia Software 454, 843  
 Bagels 160, 161  
 Balanced Screens 583, 718  
 Banding 643  
 Banister, Tim xi, 51  
 Baseline grid 375–378  
 Baseline shift 331–332  
 Baseline to baseline space. *See* Leading  
 Basic rollovers 768  
 BBEdit 58  
 Beveled Corner boxes 123  
 Bézier boxes and lines 132–166  
   adding and deleting points 149  
   changing point type 149–150  
   Edit Shape 145–146  
   flipping shapes 152–153  
   Scissors 153  
   Shape menu 160–164  
   symmetrical 159  
   text shapes 164–166  
 Binary EPS 543  
 Bitmapped images 504–507, 548–584  
   colors in 667–670  
   frames 222

Black & White printing 696  
 Black, four-color 639, 659  
 Blatner, David 892  
 Bleed 706–708  
   in spreads 274  
   Save as EPS 540–541  
 Blends 641–646  
   inside images 552  
 Bloating frames 213  
 BMP files 512  
 Bob XTension 843  
 Bold text 317–318  
 Bookmarks in PDF 801  
 Books 464–475  
   as database 465  
   file status 469  
   indexing 482–501  
   lists 475–482  
   making new 465–468  
   on network 470  
   page numbering 473–474  
   palette 74, 467  
   printing 475  
   sections 473–474  
   synchronizing 471–473  
   Undo 468  
 Borders. *See* Frames  
 Bounding box 120–122  
 Bounding boxes 519  
 Boxes. *See* Text boxes *and* Picture boxes  
 Bozek, Sandy xi  
 Bring to Front 180, 197  
 Browsers 761–762  
 Build Index 496–500  
 Bullets 290  
 Burnt sienna 615  
 Buttons 787–788

## C

Cancel 82  
 Captions 188  
 Carlson, Debbie xii  
 Cascading menus 771–774  
 Cascading Style Sheets (CSS) 790  
 Castro, Elizabeth 739  
 CD-ROMs 738  
 CE Software's QuickKeys 9  
 Cells. *See* Tables  
 Centered text 334, 336, 338  
 Centering pictures 520  
 Centering on the page 189–190  
 CGI scripts 776  
 Chaining. *See* Linking: text boxes  
 Character formatting 27–28, 313–332  
   all caps 290

- baseline shift 331–332
- color and shade 321–322, 617
- find/change 296–297
- kerning 325–328, 382–385
- scaling 322–324
- size 315–316
- styles 316–321
- tracking 328–330, 385–387
- typeface 313–314
- versus style sheets 424
- Web documents 754
- wordspacing 330–331
- Character Map 401
- Character spacing. *See* Letterspacing
- Character styles 443–448. *See also* Style sheets
- Characters. *See* Special characters
- Chavez, Conrad 718
- Check spelling 299–305
- Checkboxes 786–787
- Choking with frames 213–214
- Chooser 674
- Ciceros/Cm 108
- CIE Lab color 620, 808
- Clean 8-bit data 703
- Clicking. *See* Selecting
- Clipping paths 564–579
  - applying 564–569
  - editing 577–579
  - problems with 569
  - Restrict To Box 573–574
  - TIFF vs. EPS 568–569
- Clone item 177
- Close 58
- CMYK. *See* Process color
- Cohen, Sandee xi, 358
- Collate 682
- Collect for Output 724–725
- Colophon 891–892
- Color 613–670
  - appending 633–635
  - As Is 697
  - blends 641–646
  - composite 617
  - default document 626
  - deleting 632–633
  - DeviceN 697
  - DIC 625
  - discrepancies in 614–615, 631
  - drag-and-drop 641
  - editing 631–632, 641
  - Focoltone 625
  - four-color black 639, 659
  - Hexachrome 624, 637, 819, 824–825
  - HSB color 619–620
  - importing 630, 633–635, 665–670
  - Indeterminate 639, 652, 664
  - Lab color 620
  - libraries 634–635
  - management 614, 805–830
  - models 615–625, 630
  - Multi-Ink 635–638
  - new 627–631
  - on screen 614
  - overprinting 647–648, 659
  - Pantone 622–623
  - printing 696, 717
  - Registration 638–639
  - RGB 618
  - separations 616, 668–670, 699–700, 716–720
  - Show menu 626–627
  - Spot Color checkbox 628
  - spot versus process 615–617
  - swatch books 615, 620–625
  - text 321, 617
  - TIFF and JPEG images 551, 561–563
  - tints 630–631
  - Toyo 625
  - trapping 635, 647–665
  - TruMatch 615, 621–622
  - typographic 348, 349
  - Web documents 746–747
  - wheel 619
- Color management (CMS) 614, 805–830
  - basics 808
  - color printers 811
  - Display Simulation 819–820
  - EfiColor 4
  - gamuts 808
  - Get Picture 820–822
  - installing 815–816
  - monitors 810–811
  - OPI 815
  - preferences 816–820
  - Print dialog box 825–829
  - problems with 807
  - Profile Information palette 73, 822–824
  - profiles 808–813, 826–828
  - rendering style 812–813
  - Save as EPS 829
  - scanners 811
  - Usage dialog box 822–824
  - XTensions 814
- Color TIFFs preference 96
- Colorimetric rendering 812
- Colors palette 73, 640–641, 642
- ColorSync 815
- Column guides 247–248
- Columns 25, 123, 354–355. *See also* Tables
- Combine 157
- Combine Cells 227–228

- Combs 231–232
  - Comparing
    - dashes and stripes 222
    - print styles 714
    - style sheets 440
  - Composite color printing 697
  - Compound objects 158–159, 160
  - Compressed Image Import XTension 52
  - Compressed text 322
  - Concentric frames 213
  - Concordance 483
  - Constraining 183–185
  - Contacting author 892
  - Content menu 124, 127
  - Content tool 21, 114–117, 313
  - Contentless boxes 124
  - Context-sensitive menus 78, 77–79, 433
  - Continued on... 281–283
  - Continuous Apply 76
  - Contrast 554–564
  - Control Key Activates 101
  - Convert Quotes 291, 400–401
  - Convert Table to Group 232–233
  - Convert Table to Text 232–233
  - Convert Text to Table 224–225
  - Convert to Graphic on Export 754–757
  - Cool Blends 642
  - Copy and Paste 176–178, 196
    - anchored boxes 598
    - linked boxes 204
    - pictures 516–517, 527
  - CopyDesk 449, 453
  - Copyright symbol 401
  - Corner Radius 122–123
  - Corrupt documents 58
  - Crashing 62
  - Create 2-Position Target 770
  - Create Outlines 164–166
  - Create Rollover 768
  - Cropping 521–523, 574, 759
  - Cross-platform compatibility 831–840
  - Cross-references. *See* Indexing
  - CSS Font Families 758
  - Curves. *See* Bézier boxes and lines
  - Custom Bleeds 52
- D**
- Damaged documents 58
  - Dashes and Stripes 214–222
  - Database publishing 451–452
  - Daylight savings time 531
  - DCS. *See* Desktop Color Separation (DCS)
  - Deco frames 210
  - Default layer 194
  - Default pages. *See* Master pages
  - Default Path 103–104
  - Defaults. *See* Preferences
  - Dégradés. *See* Blends
  - Deja Vu XTension 52, 103–104
  - Delayed Item Dragging 100, 168
  - Delete
    - colors 632–633
    - items 178–179
    - pages 89, 91
    - text 288
  - Delimiters. *See* Tables
  - Design Tools Monthly* 845
  - Desktop Color Separation (DCS) 511, 542, 668–669
  - DeviceN color 697
  - Diacritical marks. *See* Accents
  - Dialog boxes 74–76
  - DIC color 625
  - Dictionaries 299, 303–305
  - Didot system 108
  - Difference 155, 156
  - Dingbats 405–408
  - Discretionary hyphen 393
  - Display DPI 98
  - Display Halftoning 583
  - Display Simulation 819–820
  - Distributing evenly 185–190
  - Document Layout palette. *See* Page Layout palette
  - Document Preferences. *See* Preferences
  - Documents 12–14
    - adding pages 17, 269, 272–274, 276
    - adding to book 466
    - closing 58
    - corruption 58
    - facing pages 276
    - file names 832–834
    - long 463–502
    - making new 12–14, 244–250
    - master pages 254–258
    - multipage spreads 277
    - opening 58
    - projects and layouts 250–254
    - save position 102
    - saving 18, 59–63
    - single-sided pages 248
    - size of 273, 275
    - start on left 280
    - templates 63–64
    - Web versus print 742–744
    - window management 64–65
  - Dot leaders 360
  - Dot patterns 582
  - Drag and drop
    - text 101, 288
    - color 641
  - Dragging objects 167–168, 169, 178

Drop Caps 412–416  
 Drop shadows 418–419  
 DTD file 865–871  
 Duotones 664, 669–670  
 Duplicating items 175–178, 196

## E

Easter eggs 50–51, 179  
 Ebrahimi, Fred xi  
 Edit menu 66  
 Edit Original XTension 535, 843  
 Edit Printer List 674, 727  
 Edit Shape 145–146, 153, 170  
 Edit Trap. *See* Trapping  
 EfiColor 4  
 Einstein, Albert 506  
 Em and en dashes 397  
 Em Software 452, 460, 844  
 Em units 324–325, 395  
 Encapsulated PostScript (EPS) 510, 513–516, 539–545  
   color in 665–666  
   color management 814  
   opening in Photoshop 793  
   overprinting 704  
   Web documents 759  
 Endcaps 126, 219  
 Endpoints of lines 170–171  
 Environment dialog box 47, 50–51  
 EPS Preview XTension 52, 538  
 Epson. *See* Inkjet printers  
 Erasing. *See* Deleting items  
 Error Reporting XTension 52  
 Excel 225  
 Exceptions, hyphenation 389–390  
 Exclusive Or 155, 157  
 Expert set fonts 411  
 Explorer 761–762  
 Export  
   HTML 789–792  
   PDF 799–804  
   text 452–454, 456, 741–742  
   XML 872–874

## F

Facing pages 248, 276  
 Fast Save 292  
 Features  
   new in version 5 5–7  
   new in version 6 7–8  
 Fields. *See* Tables  
 “f i” and “f l” ligatures 399, 835–836  
 File Buddy 509  
 File menu 66  
 File naming 744, 832–834  
 File Select tool 779

File type 508–516  
 Files. *See* Documents  
 Find/Change 292–299  
   colors 632–633  
   fonts 311, 312, 314  
   ligatures 400  
   style sheets 445  
 First Baseline 352–353  
 First Line indent 341–342  
 Fisher, Harry 556  
 Fit Box to Picture 522  
 Fit in Print Area 692  
 Fit in Window 85, 86  
 Flags. *See* Visual indicators  
 Fleishman, Glenn 505, 878  
 Flex space 396  
 Flip  
   printing 701  
   shapes 152–153, 173  
   text 131  
 Flush left 333  
 Flush Zone 366  
 Focoltone 625  
 Fold-outs 277  
 Font Reserve 309  
 FontBook 309  
 Fonts 308–313  
   choosing 313–314  
   cross-platform issues 835, 837–838  
   families 320, 758  
   forbidden 837  
   management 309  
   missing 310  
   printing 726, 732–734  
   sending to service bureau 722, 724–725  
   size 315–316  
   styles 316–321  
   Usage dialog box 311–313  
 Footnotes 450  
 Forced justification 366–367  
 Form combs 231–232  
 Form items 775–788. *See also* Web documents  
 Fountains. *See* Blends  
 Fractions 77, 408–411, 457–458  
 Frame Editor 222  
 Frames 36, 210–222. *See also* Text boxes and Picture boxes  
   gap color 211–212  
   inside/outside 213–214  
   Inside versus Outside 166  
   trapping 661  
   typographic 212–213  
 Fraser, Bruce xi  
 Freehand tool 136–138  
 Freezing up 62  
 Friedman, Susie xi

Frison, Zach xi  
 Full Res of Rotated Objects 704  
 Full-resolution preview 8, 53, 104, 537–539, 759  
 Full-Resolution TIFF Output 704–705  
 FullMeasureXT 843

## G

Gamma curves 555  
 Gap color 211–212  
 Gaskill, Phil xi  
 Geschke, Chuck 672  
 Get Document 92  
 Get Picture 517–518, 528  
 Get Text 291, 451, 792–793  
 Ghosting images 551, 562–564  
 GIF files 513  
 Gluon 183, 742, 843  
 Go To page 88  
 Grabber Hand 84  
 Gradients. *See* Blends  
 Graphic formats 504–516. *See also* Pictures  
 Gray TIFFs preference 96  
 Grayscale printing 696  
 Greeking 106, 420, 536  
 Grid, baseline 375–378  
 Gridlines. *See* Tables  
 Grouping objects 180–183, 184, 188–189, 197  
   radio buttons 786  
   scaling 524  
 Guides 17–18, 206–209  
   color 94  
   Guide Manager 53  
   margins 246–247, 259–260  
   preferences 106  
 Guillemet 404  
 Gutter width 123

## H

H&Js. *See* Hyphenation and justification  
 Hairlines 125  
 Halftones 579–584  
   popup menu in Edit Color 628  
   Print dialog box 698, 718–720  
   rosettes 717–718  
 Hand tool  
   Content tool 114  
   grabber hand 84  
 Hanging indents 342, 356  
 Hard formatting. *See* Local formatting  
 Hardware requirements 8–10  
 Helios 816  
 Hexachrome color 624, 637, 819, 824–825  
 Hiding objects 200  
 High Quality Screening (HQS) 718  
 High resolution previews. *See* Full-resolution preview

Horizontal Measure 205  
 Horizontal scaling 322–324, 375  
 HSB color 619–620  
 HTML. *See* Web documents  
 Hyperlinks  
   default color 107  
   in PDF files 800–802  
   image maps 774  
   palette 74, 762–767  
 Hyphenation and justification (H&Js) 361–367, 367–372, 388–391  
 Hyphenation Exceptions 389–390, 394  
 Hyphenation Method 388  
 Hyphens, discretionary 393

## I, J

Ignore White 653–654  
 Image Export Directory 748  
 Image maps 774–775  
 ImagePort XTension 844  
 Imaging centers 720–731  
 Importing  
   colors 665–670  
   HTML 792–793  
   Item versus Content tool 115  
   Photoshop files 844  
   pictures 32–33, 516–520, 549–550  
   text 23, 449–452  
   XML 875–876  
   XPress Tags 456, 879–884  
 Importing text 290–292  
 Imposition 680  
 Include Style Sheets 291, 451  
 Indents 340–344  
   indent here character 392  
 InDesign. *See* Adobe InDesign  
 Indeterminate color 639, 652, 664  
 Index palette 73, 483–484  
 Indexing 482–501  
 Initial caps 354, 411–416  
 Inkjet printers 673  
 Inline graphics. *See* Anchored boxes  
 InPosition XTension 680  
 Insert pages 269, 272–274, 276  
 Insert space 371  
 Insets 123–124  
 Installing 44  
 Inter ¶ Max 338, 339  
 Internet 737–804. *See also* Web documents  
 Internet Explorer 761–762  
 Interruptible redraw 82  
 Intersection 155, 156  
 IP printing 727  
 Italic text 317–318  
 Item Coordinates 205

Item menu 66  
 Item Sequence palette 876–878  
 Item tool 21, 114–117  
 Jabberwocky 53, 104, 843  
 Jaws PostScript interpreter 538, 798  
 Job Slugs 708  
 Johns, Kass xi  
 Join Endpoints 158  
 Jolt Cola 7  
 Joy of  $\pi$ , The 148  
 JPEG files 510, 513  
 Jump lines 281–283  
 Justified paragraphs 333–335, 338, 364–367

## K

Keep Attributes 227  
 Keep Lines Together 373–375  
 Keep With Next ¶ 372–373  
 Kerning 324–325, 325–328, 382–385  
   cross-platform issues 837  
   drop caps 413  
   text on path 132  
 Key Caps 401  
 Keyboard shortcuts 57  
   dialog boxes 14, 75–76  
   environment dialog box 48  
   font size 315–316  
   indexing 488  
   kerning 328  
   leading 346  
   macros 848  
   Measurements palette 72  
   navigating pages 87  
   pictures 520–521, 523  
   quote marks 400  
   style sheets 431  
   switch windows 64  
   tables 225  
   text editing 287  
   type styles 318  
   wordspacing 331  
   Zapf Dingbats and Symbol font 885–890  
   zooming 86  
 Kiwis 760  
 Knockout Limit 652–653  
 Kurz, Juergen xi  
 KyTek 843

## L

Lab color 620  
 Launching XPress 56  
 Layers  
   assigning 195–197  
   Bring to Front 180  
   deleting 197–199  
   groups 197  
   hiding/showing 200, 201  
   Layers palette 74, 193–202  
   Locked 200  
   master pages 194  
   merging 197–198  
   preferences 201  
   Print dialog box 705–706  
   runaround 200–201  
   selecting through 116  
   Send to Back 180  
   stacking order 179–180  
   Suppress Printout 200  
   visual indicators 195  
 Layout Properties 253, 745  
 Layout spaces 7, 250–254  
   synchronized text 190–193  
   Web 744–753  
 Leaders 359–360  
 Leading 28–29, 344–351, 354, 378, 602  
 Left Indent 341  
 Left Point 170–171  
 Left-hand start 280  
 Letterspacing 324–332, 365  
 Libraries 74, 235–239  
   auto save 101–102, 239  
   colors 634–635  
   cross-platform issues 838  
   labeling 237  
   style sheets 447  
 Ligatures 398–400, 835–836  
 Line break character 30  
 Line Check 390  
 Lines 37–38, 124–132  
   anchored 605–606  
   Bézier curves 132–134  
   changing shape 160–164  
   constrain to angle 171  
   converting to boxes 163–164  
   custom dashes/stripes 214–222  
   defining endpoints 170–171  
   frames 210–214  
   in Web documents 761  
   miter 218, 221  
   Rule Above/Below 607–612  
   snap to guides 209  
   text on 127–132, 162–163  
 Linespacing. *See* Leading  
 Link to Current Text Chain 273  
 Linking  
   text boxes 24–25, 202–204  
   text cells 225–226  
 List tool 782–786  
 Lists 475–482  
   dot leaders 360

- exporting as bookmarks 802
- Lists palette 478–480
- Live Refresh 100
- Live Scroll 84, 99
- Local formatting 424–426, 435
- Localhost printer 727
- Lock to Baseline Grid 375–378
- Locking items 174, 200
- Logan, Dan xi, 51
- Long documents 463–502
  - books 464–475
  - indexing 482–501
  - lists 475–482

**M**

- Mac OS X 7, 9, 797
- Macintosh versus Windows 831–840
- Macromedia
  - Dreamweaver 742
  - Fireworks 757
  - FreeHand 133, 508, 665
- Macros 57, 848
- Magnification 15, 84–87
  - thumbnails 90–91
- Maintain Geometry 229
- Maintain Leading 378
- Make Fraction 410
- Margin guides 246–247, 259–260, 276
- Margins, paragraph. *See* Indents
- Markzware 58, 97
- Marquee 116
- Martians 178–179
- Master pages 254–271
  - applying to document pages 266–267, 271
  - changing items on document pages 262–265
  - copying 271
  - deleting 269
  - graphics on 256
  - layers 194
  - margin guides 259–260, 276
  - naming 270
  - page numbers 255–256
  - printing 258
  - spell checking 302–303
  - synchronized text 193
  - viewing 257
  - when adding/removing pages 266–267
- MasterJuggler 309
- Math in palettes and dialog boxes 76–77, 168, 170, 358
- Math symbols 403–405
- Maximum page size 245
- Measurement systems 77, 107–108
- Measurements palette 70–72
  - alignment 335
  - fonts 314

- Memory management 46
- Memory requirements 9
- Menus 66–67
  - cascading 771–774
  - context-sensitive 78, 77–79
  - in Web layouts 782–786
- Merge 153–159
- Merging layers 197–198
- Meta tags 750–753
- Metafile 512, 839
- Microsoft Excel 225
- Microsoft FrontPage 742
- Microsoft Windows 831–840
  - choosing printer 674–675
  - Display DPI 85, 98
  - file naming 832–834
  - printing to disk 729–730
- Microsoft Word 292, 449–452
  - XPress Tags 460
- Midpoint on lines 171
- MIME types 779
- Mirrored text. *See* Synchronized text
- Mirroring shapes 152–153, 173
- Missing
  - in book palette 469
  - fonts 311
  - pictures 532
- Miter 218, 221
- Mock Turtle 703
- Modified pictures 530–531
- Modify dialog box 120, 121
  - groups 181–182
  - tables 229–230
- Moiré patterns 718
- Monitor redraw 82
- Moving
  - items on page 167–168
  - objects between documents 92
  - pages 89–90, 91
  - pages between documents 92
  - pictures 520–521
  - points on curve 146–147
  - windows 92
- Moving through document. *See* Navigation
- MS-Word 6-2000 Filter 53
- Multi-ink colors 635–638
- Multi-user packs 45
- Multilingual publishing 193
- Multiple Insets 124
- Multiple Undo 80–82

**N**

- Navigation 82–89, 480
- Negative 552
- Nelson, Jay xi, 845



Netscape 761–762  
 Networked versions 45  
 New  
   documents 244–250  
   layouts 251–252  
   pages 272–274, 276  
   projects 244  
   Web layout 744–753  
   XML workspace 872  
 New column/box character 395  
 New features in this version 5–8  
 New-line character 30  
 No Style 434–435  
 Noise 570  
 Non-White Areas 566, 590–591  
 None content boxes 124  
 Noonetime 862  
 Normal style 434–435  
 Notes 175, 200  
 Nudging objects 167  
 Numbering. *See* Page numbers

**O**

Object Linking and Embedding (OLE) 536  
 Object oriented images 507–508  
 Off-screen Draw 95  
 Offset  
   first baseline 352–353  
   indents 340–344  
   Rule Above/Below 607–608  
 Opaque Text Box Editing 96, 115  
 Open 58, 103–104  
 OpenType fonts 308–309  
 OPI 543–544, 708, 815  
 Ornamental fonts 213  
 Orphans 372–375, 390  
 Other Contrast 554–564  
 Outline style 317  
 Outlined text 214  
 Output Request Template 725  
 Overprinting 553–554, 647–648, 653, 659, 664, 704

**P**

Page breaks 352, 395  
 Page guides 207  
 Page Layout palette 72, 91–92, 267–271, 273–274  
 Page menu 66  
 Page numbers  
   automatic 255–256, 278–281  
   books 473–474  
   continued on 281–283  
   last page 90  
   range separators 100, 676  
   typing 396  
   typing absolute 88, 675–676

Page Properties 749–753  
 Page Setup 710–712  
 Page sizes 245–246, 275  
 Palettes overview 68–74  
 Pantone (PMS). *See* Spot colors  
 Paragraph formatting 28–29, 332–351  
   copy between paragraphs 428  
   H&Js 369–372  
   horizontal alignment 333–335  
   indents 340–344  
   Keep Lines Together 373–375  
   leading 344–351  
   page break 352, 395  
   Rule Above/Below 607–612  
   space before/after 351–352  
   tabs 353–360  
   text box ruler 343  
   versus style sheets 424  
 Paragraph styles. *See* Style sheets  
 Parent-and-child boxes 183–185  
 Passport 403  
 Paste. *See* Copy and Paste  
 Paste in place 8, 176  
 Pasteboard guides 207  
 Pasteboard Width 96  
 PasteboardXT 97  
 Pathfinder commands. *See* Merge  
 Paths. *See* Lines  
 PCX files 513  
 PDF. *See* Acrobat PDF  
*Peachpit.com* 842, 868  
 Pen tools 136–138  
 Perceptual rendering 812  
 Perspective 527  
 Pi fonts 405–408  
 PICT files 511–512  
 Picture boxes 31–38  
   Bézier curves 138–139  
   changing shape 160–164  
   changing to text box 124  
   image maps 774–775  
   in Web layouts 759–760  
   making 119–124  
   origin 120, 122  
   pre-formatting 527  
 Pictures 503–546  
   auto import 107  
   Auto Picture Import 534–535  
   best format to use 514–516  
   bitmapped images 504–507, 548–584  
   BMP 512  
   clipping paths 564–579  
   color management of 820–824  
   colorizing 551, 562–563  
   contrast curves 554–564

- cropping 521–523
- cross-platform issues 838–840
- data type 543
- DCS 511, 542
- display on screen 529, 550
- encapsulated postScript (EPS) 510, 539–545
- fit box 522
- ghosting 562–564
- GIF 513
- greeking 106, 536
- halftones 579–584
- importing 32–33, 516–520, 549–550
- JPEG files 513
- JPEG previews 510
- linking 528–533
- metafile 512
- moving in box 520–521
- object-oriented images 507–508
- OLE 536
- PCX 513
- printing 702–704, 731–732
- relinking 533
- resize 523–524
- rotating 524
- Save as EPS 539–545
- Scitex CT 513
- sending to service bureau 723, 724–725
- skewing 526–527
- TIFF 509
- tinting 551
- troubleshooting 518–520
- usage 529–533
- vector artwork in 515
- Pixel sizes 746
- Pixels 504
- Placeholders 875–876
- PNG files 53
- Pointer tool 114
- Points/Inch 108
- Popup Menu tool 782–786
- Post-it notes 175
- Posterizing images 560
- PostScript Error Handler 700–701
- PostScript fonts 308–309, 312
- The Power XChange 844
- PPD Manager 690
- Praxisoft 814, 816
- Preferences 93–112
  - application 94–103
  - auto save 61–62
  - color 626
  - color management 816–820
  - Display 94–98
  - Display DPI 85, 98
  - document 105–112
  - folder 49
  - Framing 213
  - General 105–107
  - indexing 494–496
  - Interactive 98–101
  - Layers 111, 201
  - Measurements 107–108, 205
  - Paragraph and Character 109
  - PDF 798–799
  - Save 101–102
  - Tables 233–234
  - Tool 109–111
  - trapping 111, 649–654
  - undo 80
  - Web layouts 748, 761–762
  - XPress Preferences 48–51
- Prefixes 280. *See also* Page numbers
- Preps 541, 680
- Preview Resolution 538
- Previewing HTML 761–762
- Prices 419
- Printer Spreads 680
- Printing 671–736
  - As Is color 697
  - back to front 682
  - basics 38
  - binary data 703
  - black and white 696
  - bleeds 706–708
  - books 475
  - Capture Settings 676–677
  - choosing a printer 673–675
  - Collate 682
  - Collect for Output 724–725
  - color management 825–829
  - colors as 696
  - composite color 697
  - DeviceN 697
  - double-sided pages 683
  - driver settings 710–712
  - flipping 701
  - full resolution 704
  - grayscale 696
  - halftones 698, 719–720
  - Include Blank Plates 678–679
  - inkjet printers 673
  - job slugs 708
  - Layers tab 705–706
  - Layout tab 678–688
  - master pages 258
  - missing fonts 310
  - negatives 702
  - offset 686–687, 695
  - Options tab 700–705
  - orientation 692

Output tab 695–700  
 overprinting 704  
 page gap 695  
 page selection 675–677  
 paper size 691–692  
 paper width/height 694  
 pictures 702–704  
 PostScript 672–673, 700, 725–731  
 Preview tab 708–710  
 Print dialog box 673–677  
 Print Styles 713–714  
 Printer Description (PPD) 689–691  
 reduce/enlarge 681, 688, 692  
 registration and trim marks 683–686  
 resolution 698, 702, 704  
 rosettes 717–718  
 Rough 703  
 separations 699–700, 716–720  
 service bureaus 40, 720–731  
 Setup tab 689–695  
 spreads 679–681  
 status 677, 678  
 style sheets 454  
 thumbnails 681–682  
 tiling 687–688  
 to disk 725–731  
 troubleshooting 731–735  
 Web layouts 792  
 Problem solving 49, 731–735  
 Process color  
   basics 615–616, 618–619  
   in bitmapped images 668–670  
   in EPS files 666  
   in place of spot 617  
   swatch books 621  
   versus spot 615–617  
 Process trapping 651–652  
 Profile Information palette 822–824  
 Profile Manager 827–828  
 Profiles 808–813. *See also* Color management (CMS)  
 Projects and layouts 250–254  
 Properties dialog box 710, 712  
 ProScale 183  
 Punctuation 397–402

## Q

Q units 77  
 Quark License Administrator 45  
 Quark XTensions. *See* XTensions  
*Quark.com* 843  
 QuarkCMS. *See* Color management (CMS)  
 QuarkConverter 460  
 QuarkXPress  
   allocating RAM 46  
   early versions 2–5

Environment dialog box 47  
   folder 45  
   history of 2–5  
   installing 44–47  
   launching 56  
   learning in 30 minutes 11–42  
   menu overview 66–67  
   multi-user packs 45  
   new in version 5 5–7  
   new in version 6 7–8  
   requirements 8–10  
 QuarkXPress Passport 403  
 QuicKeys 9, 57, 848  
 Quotation marks 400–401  
 QXPort 460

## R

Radio buttons 786–787  
 Raised caps 354, 411  
 RAM (memory) 9, 46  
 Range kerning. *See* Tracking  
 Recycling 678  
 Redo 80  
 Reflecting shapes 152–153, 173  
 Registration  
   color 638–639, 685  
   marks 401, 683–686  
 Remove Manual Kerning 328  
 Rendering styles 812–813  
 Repeats Every 218  
 Replace 311. *See also* Find/Change  
 Repurposing content 741–742  
 Required Components 45  
 Resizing and reshaping items 168–171, 182–183, 226–229  
 Resizing items  
   pictures 523–524  
   text 315–316  
 Resolution 505, 507, 548, 698, 704. *See also* Pictures  
 Restrict To Box 573–574  
 Reverse Difference 155, 157  
 Reversed type 321, 610, 659–660  
 Revert to Saved 79  
 RGB color 618  
 Rich black 639, 659  
 Right Indent 341  
 Right indent tab 360  
 Right Point 171  
 Rivers 362  
 Robertson, Ray 850  
 ROBOTS tag 752  
 Rollovers 767–770  
 Roman numerals 280  
 Rosettes 717–718  
 Rotating 171–172, 524–525  
 Roth, Steve xi, 505

Rounded corner boxes 123  
 Rows. *See* Tables  
 RTF Filter 54, 291–292  
 Rubber chicken 571  
 Rule Above/Below 607–612  
 Rulers 205–206, 343  
 Rules. *See* Lines. *See* XML: tagging rules  
 Runaround 33–34, 586–597  
   anchored boxes 599  
   and vertical justification 340  
   both sides of box 596–597  
   drop caps 414  
   editing 593–596  
   inverting 596  
   layers 200–201  
   Maintain Leading 378  
   outset 588  
   text paths 594–596  
   with no picture 593

## S

Safari 761–762  
 Saturation rendering 813  
 Save 18, 59–63  
   as 5.0 file 61  
   as PostScript file 728–729  
   books 471  
   page as EPS 539–545, 793–795, 829  
   page as HTML 789–792  
   templates 63–64  
   text 452–454  
   text as HTML 741–742  
   XPress Tags 456  
 Scaling groups 182–183  
 ScenicSoft 541, 647  
 Schulze, Patti xi  
 Scissors tool 54, 153  
 Scitex CT 513  
 Screen redraw 82  
 Screens. *See* Halftones  
 Scripting 847–859  
   additional software 849  
   basics 848–849  
   caveats 858–859  
   hierarchies 852  
   learning 850–851  
   object model 851–852  
   samples 856–858  
   scripts menu 67, 849  
 Scrolling 83–84, 98  
 Search/Replace 292–299  
 Section 278–281, 473–474  
 Selecting  
   anchored items 604  
   deselecting 116  
   items on layer 197  
   Item versus Content tool 115–117  
   multiple items 116–117  
   points on curve 145–146  
   Select All 117  
   text 286–288, 332  
   through objects 116  
   tools 117  
 Send to Back 180, 197  
 Separations. *See* Color: separations  
 Service bureaus 720–731  
 SGML 865  
 Shadows  
   behind text 418–419  
   text style 317–318  
 Shaffstall, Cyndie xi  
 Shape menu 160–164  
 Shape of Things XTension 54  
 Shape submenu 522  
 Shape, Edit 145–146  
 Show All Alerts 97  
 Single Word Justify 366  
 Single-sided pages 248  
 Site Root Directory 748  
 Skewing 526–527  
   objects 173  
   text on path 129  
 Slugs 708  
 Small caps 319, 381  
 Smart Quotes 99–100, 400–401, 403  
 Snap to Guides 209, 248  
 Son of Bob 843  
 Sosa, Carlos 552  
 Source profiles 817  
 Space Before/After 351–352  
 Space characters 395–396  
 Space/Align 185–190  
   frames 213  
   locked objects 174  
 Spatulas 841  
 Special characters 391–408  
   accents 403  
   ANSI codes 885–890  
   carriage return 391  
   dashes 397  
   dingbats 405–408  
   discretionary hyphen 393  
   discretionary new line 395  
   en space 395  
   find/change 293–294  
   flex space 396  
   formatting 391–397  
   indent here 392  
   ligatures 398–400, 835  
   math 403–405, 836

- new column/box 395
  - new line 30
  - non-English punctuation 403
  - nonbreaking hyphen 395
  - nonbreaking space 395
  - page numbers 255, 396
  - punctuation space 396
  - quote marks 400–401
  - registration 401
  - remapping from Mac to PC 834–835
  - soft return 392
  - symbols 397–402, 403–405, 885–890
  - tabs 392
  - trademark 401
  - Speed Scroll 98
  - Spelling checker 299–305
  - Split Paths 160, 161
  - Spot colors
    - basics 616
    - checkbox in Edit Color 628
    - converting to process 623, 716–717
    - DeviceN 697
    - halftones 628
    - in EPS files 666
    - mixing 635–638
    - Pantone 616, 622–623
    - swatch books 621
    - using process in place of 617
    - versus process 615–617
  - Spot patterns 582
  - Spreading frames 213–214
  - Spreads, multipage 277, 679–681
  - Spreadsheets 451–452
  - Stanley, Shane 850
  - Stationery Pad 64
  - Stein, Gertrude 149
  - Step and Repeat 177, 563
  - Stimely, Keith xi
  - Stretch to Corners 219
  - Strike-thru 319
  - Stripes 214–222
  - Style menu 66
  - Style Sheets 423–448
    - appending 437–440
    - applying to text 426–429
    - based on 440–442, 445–447
    - benefits of 423–424
    - character styles 443–448
    - comparing 440
    - defining 429–430, 430–434
    - deleting 440
    - exporting 453
    - find/change 445
    - importing from MS Word 450
    - in Web layouts 790
    - libraries of 447
    - local formatting 424–426, 435
    - Next Style 442–443
    - No Style 434–435
    - Normal 434–435
    - palette 72–73, 425, 427, 428, 445
    - redefining 434
    - tabs 437
    - XML 861–862
  - Styles for Print dialog box 713–714
  - Subscriber options 535
  - Subtractive colors 618
  - Suggested Hyphenation 388–389
  - Suitcase 309
  - Super Step and Repeat 54, 177
  - Superscript 319, 379
  - Suppress Printout 175, 200, 537
  - SVG format 871
  - Swann, Greg 459
  - Swatch books 620–625
  - Symbols 397–402, 403–405, 885–890
  - Symmetric bleed 707
  - Synchronize. *See* Books
  - Synchronized text 8, 190–193
- ## T
- Tab-delimited data 225
  - Table of contents. *See* Lists
  - Tables 222–234
    - adding 227
    - changing rows and columns 226–229
    - combining and splitting cells 227–228
    - combs 231–232
    - Convert Table to Group 232–233
    - Convert Table to Text 232–233
    - Convert Text to Table 224–225
    - deleting 226
    - delimiters 223
    - formatting cells 229–230
    - gridlines 230–232
    - in Web layouts 234, 761, 791–792
    - kerning and tracking 382–387
    - linking cells 225–226
    - Maintain Geometry 229
    - making 223–226
    - one-celled 231
    - preferences 233–234
    - resizing 226
    - switching rows and columns 233
    - tab order 225
  - Tabs 353–360, 392, 437
  - Tagged text. *See* XPress Tags
  - Technical documents 463

Templates 63–64

Text

- anchored boxes 598–607
- bullets 290
- convert to table 224
- deleting 288
- drag and drop 288
- exporting 452–454
- Find/Change 292–299
- formatting 22
- greeked 106
- importing 23, 290–292
- linking 24
- paths 127–132, 162–163
- ornamental fonts 213
- outlines 214
- reflow 451
- runaround 586–597
- save as HTML 741–742
- selecting 286–288
- Text to Box 164–166
- typing 22
- word processing 285–305

Text boxes 20

- automatic 248, 259–262
- Bézier curves 138–139
- changing shape 160–164
- changing to picture box 124
- columns 25, 123
- converting to paths 162–163
- default font 261, 435
- in Web layouts 754–757
- insets 123–124
- linking 202–204
- making 119–124
- opaque versus transparent 96, 115
- origin 120, 122
- rulers 343
- synchronized text 190–193
- Text Inset 340
- vertical alignment 335–340

Text fields 780–782

Text Inset 123–124

Text paths 127–132, 162–163

- runaround 594–596

Text to Box 164–166

Text wrap. *See* Runaround

Three-dimensional

- buttons 645–646
- effects 173
- images 527

Thumbnails 90–91, 681–682

TIFF files 509, 513–516, 704, 759

Tiling 687–688

- multiple monitors 64, 94

Tints. *See* Color: tints

Tolbert, Jeff xi, 207

Tool palette 15, 68, 70, 117, 118

- Grabber Hand 84
- preferences 109–111

Tool Tips 101

Tools

- Content tool 21, 114–117
- Item tool 21, 114–117
- Line tools 125
- list of all 118
- Pen tool 136–138
- Scissors tool 153
- selecting 117

Torquemada 459–462

Toyo color 625

Tracking 328–330, 375, 385–387

- text on path 132

Trademark symbol 401

Transparency 552–554, 586, 760

- text boxes when editing 115

Transparent Page 542

Trap Information palette 553, 660–664

Trapping 73, 647–665

- avoiding 656–657
- black 658–659
- color pairs 654–656
- ignore white 653–654
- knockout limit 652–653
- object-level 660–664
- overprint limit 653, 659
- overprinting 647–648, 664, 704
- preferences 111, 649–654
- process color 651–652
- testing 664
- text 657–658
- Trap Information palette 73

TrapWise 541, 647, 650

Trim marks 683–686

Troubleshooting 49, 731–735

TrueType fonts 308–309, 312

TruMatch 615, 621–622

Turning. *See* Rotating

Turpin, Glen xi, 51

Two-position rollovers 770

Type 1 fonts 308–309

Type Tricks 51, 328, 330–331, 390, 409

Typography 307–420

- baseline grid 375–378
- baseline shift 331–332
- changing fonts 72
- character formatting 27
- character-set remapping 834–835
- color and shade 321–322, 617
- fonts 308–313

fractions 408–411  
 horizontal alignment 333–335  
 horizontal scaling 322–324, 375  
 hyphenation and justification (H&Js) 361–372  
 indents 340–344  
 initial caps 411–416  
 Keep Lines Together 373–375  
 kerning 325–328, 382–385  
 leading 28–29, 344–351, 377  
 OpenType 308–309  
 paragraph formatting 28–29  
 PostScript fonts 308–309  
 preferences 379–382  
 prices 419  
 reversed type 321, 610, 659–660  
 Rule Above/Below 607–612  
 shadows 418–419  
 size 315–316  
 space before/after 351–352  
 special characters 391–408  
 styles 316–321  
 tabs 353–360, 392  
 tracking 328–330, 375, 385–387  
 TrueType 308–309  
 typeface 313–314  
 vertical scaling 322–324  
 widows and orphans 372–375, 390  
 wordspacing 330–331

## U, V

Umlaut 404  
 Unanchoring items 605  
 Underline style 317–318, 610–611  
 Undo 80–82  
 Unexpected End of File 58  
 Ungroup 181  
 Union 155, 156  
 Unknown fonts 310  
 Unlinking text boxes 203–204  
 Unlocking items 174  
 Update lists 480  
 Upgrading 44  
 URLs. *See* Hyperlinks palette  
 Usage
 

- fonts 311–313
- pictures 529–534
- profiles 822–824

 Utilities menu 67  
 Validation code 44  
 Variable Width Page 746, 754  
 Version Tracker 844  
 Vertical justification 335–340  
 Vertical Measure 205  
 Vertical rules 605–606  
 Vertical scaling 322–324

View menu 67, 85  
 Virgule 409  
 Visual indicators 195

## W

Walrod, Brad 365  
 Warping text 129  
 Web documents
 

- Acrobat PDF files 796–804
- anchors 766–767
- background images 747
- basics of HTML 739–741
- browsers 761–762
- buttons 787–788
- cascading menus 771–774
- checkboxes 786–787
- Convert to Graphic on Export 754–757
- converting print layouts 745
- CSS files 790
- Export File Name 750
- exporting HTML 741–742, 789–792
- File Select tool 779
- folder structure 743–744, 748
- font families 758
- forms 775–788
- full-resolution previews 759
- GIF/JPEG images 755–756, 759
- HTML versus PDF 738–739
- hyperlinks 762–767
- image maps 774–775
- images directory 748–749
- importing HTML 792–793
- lines in 761
- lists 782–786
- menus 771–774, 782–786
- meta tags 750–753
- naming 744
- new 744–753
- Page Properties 749–754
- page sizes 746
- picture boxes in 759–760
- popup menus 782–786
- preferences 748, 761–762
- previewing 761–762
- printing 792
- radio buttons 786–787
- rollovers 767–770
- root directory 748–749
- site management 748–749
- tables in 234, 761, 791–792
- text boxes in 754–757
- text fields 780–782
- title 749–750

 Web site, this book's 12, 842, 892  
 Web-Safe Colors 746–747

Widows and orphans 372–375, 390  
 Williams, Robin 411  
 Windows. *See* Documents: window management  
 Windows Bitmap (.BMP) 512  
 Windows Metafile 512  
 Windows XP 7, 9  
 Word. *See* Microsoft Word  
 Word processing 285–305, 348, 365, 448–452  
 Wordspacing 330–331  
 World Wide Power Company 844  
 Wrap. *See* Runaround

## X, Y, Z

The XChange 844  
 XCite 844  
 XML 861–878  
   avenue.quark 872–874  
   basics 863–864  
   DTD file 865–871  
   example of 869–870  
   exporting XSL 790  
   importing 790  
   Item Sequence palette 876–878  
   placeholders 875–876  
   rules 865, 873  
   schemas 867  
   SVG files 871  
   tagging rules 873  
   third-party systems 862  
   versus HTML 865  
   XML Import 875–876  
   XSLT 878  
   XTensions 862  
 XPert Tools 190  
 XPress Preferences 48–51, 387, 834  
 XPress Tags 454–462, 879–884  
   database import 452  
   em dashes 398  
   Xtags 460–461  
 XPressobar.com 845  
 XSLT files 790, 878  
 XTensions 8, 41, 51–57, 841–845  
   AutoPage 843  
   BeyondPress 742  
   CompassProXT 814, 816  
   Cool Blends 642  
   disabling 54–55  
   DocuSlim 843  
   Easypress Atomik 862  
   free 843  
   FullMeasureXT 843  
   ImagePort 844  
   import filters 291  
   Imposer 680  
   InPosition 680

ItemMarks 686  
 MSWord 450  
 NAPS NTS 862  
 OpenNow XT 843  
 PasteboardXT 97  
 PrintTools 454  
 ProScale 843  
 QuarkCMS 816–820  
 Redefine Style 434  
 RoustaboutXT 862  
 ShadowCaster 418  
 Sonar Bookends 483  
 Type Tricks 328, 330–331, 390, 409, 843  
 WebXPress 742  
 Xdata 452, 844  
 XPert Tools 843  
 Xtags 460–461  
 XTensions Manager 55–57  
 XTensions Manager preferences 102–103  
 Xtract 862  
 Zapf Dingbats 314, 405–408, 885–890  
 Zero point of ruler 205–206  
 Zoom tool 86  
 Zooming. *See* Magnification