College of Lake County
CIS290 Introduction to Quark XPress
email: demichen@pixelwitch.com
phone: 847/358-7449 § fax: 847-358-6814

College of Lake County

19351 West Washington Street
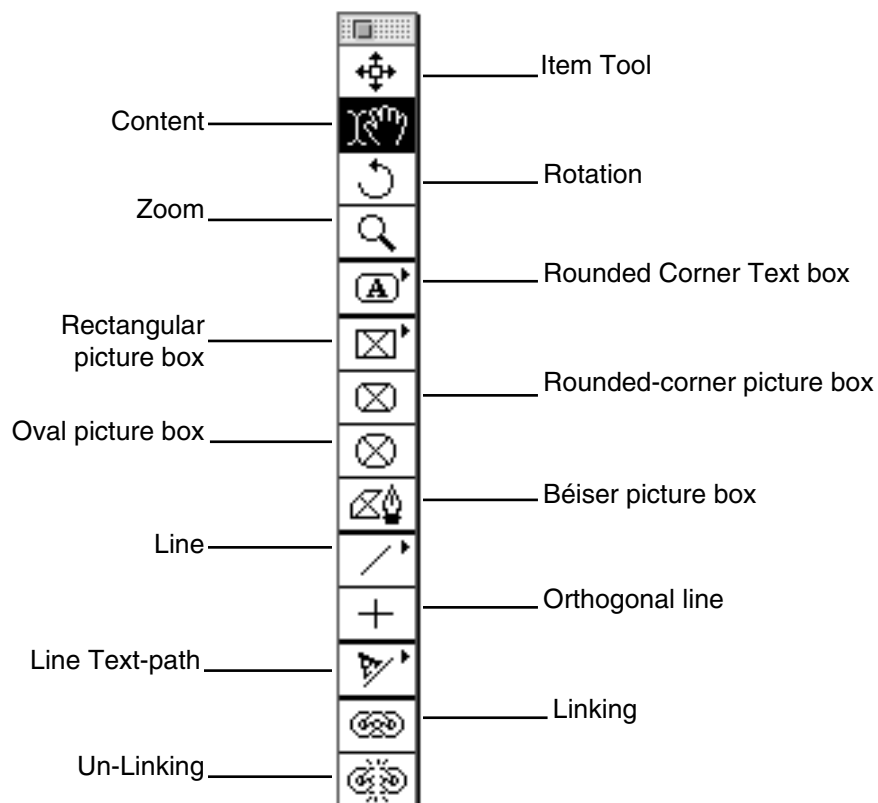
Grayslake, Illinois 60030-1198

TOOLS PALETTE

The Tools palette is one of many separate windows that can be displayed on the screen. The Tools palette allows the user to create text boxes, picture boxes, and rules that can be manipulated on a page. You can drag the palette around on your screen by grabbing the title bar.

You can also close the tools palette by clicking in the Close box on the title bar or under View→ Hide Tools. To display the tools palette, under View → Show Tools.

To select a tool in the tools palette, you need only to click once on it. To set preferences for a tool bouble click on it with your left mouse.

Item Tool

Content

Rotation

Zoom

Rounded Corner Text box

Rectangular picture box

Rounded-corner picture box

Oval picture box

Béiser picture box

Line

Orthogonal line

Line Text-path

Linking

Un-Linking

Item Tool: Primary tool for selecting, sizing, reshaping, and moving all types of items, and functions for editing text runaround contours and shaping clipping paths.

Content Tool: enables you to select, edit and manipulate text and pictures within the boxes.

Rotation Tool: Enables you to freely change the angle of object in relation to your page around 360 degrees.

Zoom Tool: Increases or decreases (by holding down the ALT key) the magnification of your page with either a single click or a marquee drag.

Text Box Tool: Used to create the boxes that hold text. There are seven types of text boxes: Rectangular, Freehand, Concave corner, Beveled corner, Oval, Rounded corner, and Béiser text box. To access them hold the mouse down on the tool and a pop out menu will appear.

Picture Box Tool: Used to create the boxes that hold pictures. There are seven types of picture boxes: Rectangular, Freehand, Concave corner, Beveled corner, Oval, Rounded corner, and Béiser picture box. To access the first four hold the mouse down on the tool and a pop out menu will appear. The three other picture boxes are their own items within the tool box.

Line Tool: Used to create any line that connects two or more points without wavering. There are three types of line tools within this button. They are the Line tool, Freehand line tool, and the Béiser Line tool.

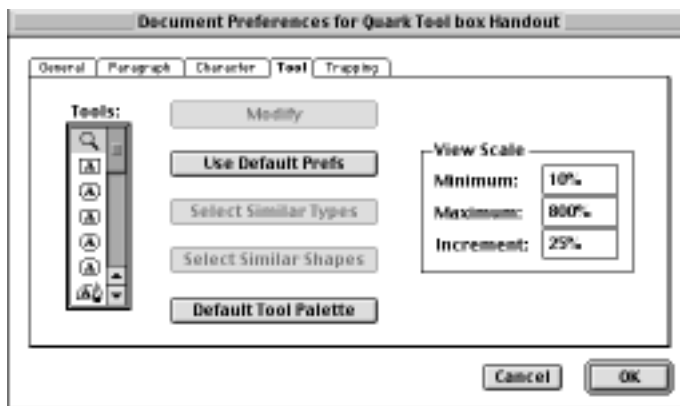Orthogonal Line Tool: Used to create a perfectly straight vertical or horizontal line.

Line Text-Path Tool: Creates a straight line, of any angle, that contains text. There are four types of Line Text-Path tools: Line Text-Path, Orthogonal Text Path, Freehand Text Path, Béiser Text Path.

Linking Tool: Establishes text "chains" to flow text among text boxes.

Unlinking Tool: Breaks links between text boxes.

Page Grabber Hand: (not displayed in the palette; press Option/Alt key to use) Scrolls a page in any direction.
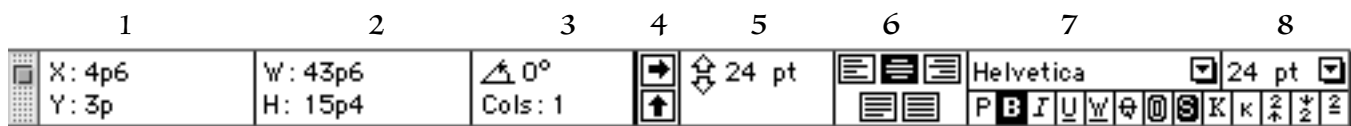
You may also modify some the tools by double clicking on the tool to modify. For example, double click on the Magnifier tool. A menu like the one displayed below will appear. You may then change your Increment percentage so that every time you use the Magnifier and click on the area to magnify, you increment a specified amount. If you are at 100% and you click with the magnifier, your screen will redraw to 125%. If you change the increment percentage to 50%, then when at 100%, clicking the magnifier on your screen will redraw to 150%. Remember that the minimum and maximum percentages are 10% and 400%.

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TEXT MEASUREMENT PALETTE

The Measurements palette serves as a multi-purpose palette. It will display different types of information dependent upon what item is activated. If a text box is activated, the Measurements palette will look like this.

1	2	3	4	5	6	7	8

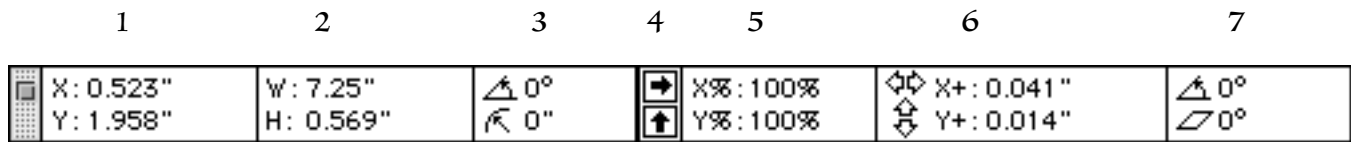| X: 4p6 | W: 43p6 | △ 0° | → | ↕ 24 pt | | Helvetica | 24 pt |
| Y: 3p | H: 15p4 | Cols: 1 | ↑ | | | P B I U W ⊕ ⓪ Ⓢ K κ | |

To display the Measurements palette, under View → Show Measurements. To suppress the palette, (1) under View → Hide Measurements; or (2) click in the close box. You notice that you also have a title bar so that you may also drag the palette anywhere on your screen.

1   Displays the X- and Y-coordinates of the upper left-hand corner of the activated text box. X shows the horizontal point, and Y show the vertical point. To change X or Y coordinates, simply place cursor on line to change and double click. When measurement is highlighted, simply type in correct measurement. To go to next field, hit tab. After change is complete, press return to accept change.

2   Displays the Width and Height of text box.

3   Shows the degree of rotation (positive or negative), and the number of columns in the text box.

4   Flips text horizontally or vertically.

5   Shows leading associated with position of cursor. You may click up arrow to increase leading and down arrow to decrease leading. Under leading you find the counter for tracking or kerning. If you click on left or right arrow, tracking/kerning will display in tens (-20, -10, 0, 10, 20). Holding down the option key and clicking on arrow, displays in points (-2, -1, 0, 1, 2).

6   Allows you to choose text alignment: flush left–ragged right, centered, flush right–ragged left, or justified.

7   Font and type style selections.

8   Point size.

PICTURE MEASUREMENT PALETTE

The Measurements palette serves as a multi-purpose palette. It will display different types of information dependent upon what item is activated. If a picture box is activated, the Measurements palette will look like this.

1	2	3	4	5	6	7

| X: 0.523" Y: 1.958" | W: 7.25" H: 0.569" | ⊿ 0° ⊼ 0" | ➡ ⬆ | X%: 100% Y%: 100% | ⬌ X+: 0.041" ⬍ Y+: 0.014" | ⊿ 0° ⊿ 0° |

To display the Measurements palette, under View → Show Measurements. To suppress the palette, (1) under View → Hide Measurements; or (2) click in the close box. You notice that you also have a title bar so that you may also drag the palette anywhere on your screen.

1. Displays the X- and Y-coordinates of the upper left-hand corner of the activated picture box. X shows the horizontal point, and Y show the vertical point. To change X or Y coordinates, simply place cursor on coordinate to change and double click. When measurement is highlighted, simply type in correct measurement. To go to next field, hit <u>tab.</u> After change is complete, press <u>return</u> to accept change. Your picture box will move to the new coordinates.

2. Displays the Width and Height of picture box.

3. Shows the degree of rotation (positive or negative) of the picture box. The bottom value controls the degree of corner radius of the picture box.

4. Flips picture horizontally or vertically.

5. Shows the scale/size of the image within the picture box.

6. Allows you to change the placement of a picture within the picture box.

7. Shows the degree of rotation (positive or negative) of the picture within the picture box. Bottom value shows the degree of skew (positive or negative) of the picture within the picture box.