

SIMPLE TYPE FORMATTING

Use Lorem ipsum or other dummy text file and make type between 9 and 11 pts
Make document 8 1/2" x 11 size

Shortcuts you need to know (these are the same for increasing picture in picture box)

Increase type size of type % range in list **CTRL+SHIFT+>**

Increase type size of type 1 point **CTRL+ALT+SHIFT+>**

Decrease type size of type % range in list **CTRL+SHIFT+<**

Decrease type size of type 1 point **CTRL+ALT+SHIFT+<**

Remember you can use arrow keys to move items (like text boxes) in little increments on page 1point
add the option key to the arrow key and move only 1/10th of a point

1. ALIGNMENT

MAKE 3 PARAGRAPHS 12 pt or smaller and format 1 paragraph each of these ways

a) FLUSH LEFT - use icon on measurement palette or shortcut **CTRL+SHIFT+L**

b) FLUSH RIGHT - use icon on measurement palette or shortcut **CTRL+SHIFT+R**

c) JUSTIFIED - use icon on measurement palette or shortcut **CTRL+SHIFT+J**

2. SELECTING COPY - use one of the three previous paragraphs

Click once in a paragraph

Click twice in a paragraph

Click 3 times in a paragraph

Click 4 times in a paragraph

Click 5 times in a text box

Inside a text box use **CTRL+A**

When you have some text selected highlight a field in the Measurement Palette by
CLICKING 2 TIMES in the field

3. LINE BREAKS & SOFT RETURNS

Set a headline of at least 10 words in 42pt in one line

a) Use K icon on measurement palette or shortcut **CTRL+SHIFT+K**

Toggle on and off (turn on and off)

b) Center the headline in the text box using paragraph formatting

Use icon on doc measurement palette or

SHIFT+CTRL+C

c) In the middle of the sentence create a soft return using **SHIFT+RETURN**

(MAKE BOX LARGER IF TYPE DISAPPEARS)

This breaks the line but not the paragraph

Try changing the alignment to flush left or flush right

Try changing the alignment **on just one line**

Duplicate your headline and change your soft return to a hard return
by deleting or typing over it

Use clicking selection method - only selects one line
change the alignment on each line

4. KERNING

Adjust kerning between a pair of letters to see what happens

Place cursor **between** letters

Use **STYLE>KERN** menu to kern

5. HORIZONTAL SCALING

Make the whole headline fatter and skinnier using **STYLE>HORIZONTAL/VERTICAL SCALE** menu enter a %

6. LEADING

MAKE 2 MORE PARAGRAPHS

ADJUST LEADING SMALLER/TIGHTER & LARGER/FARTHER APART

MAKE LEADING 2 POINTS MORE THAN TYPE SIZE use measurement palette

5. BULLETED INDENTED LIST

MAKE A NEW TEXT BOX WITH 3 LINES OF TEXT WITH SOFT RETURNS

Turn on invisibles **Ctrl I**

a) Add bullets at the beginning of each line **ALT 0149 = •bullet**

b) Indents put cursor in first line after bullet

CTRL+ - INDENT HERE indents everything from that character

6. DROP CAP

Click in text box

CTRL+SHIFT+F

Click in **Drop Caps** box choose number of characters to drop and number of lines to drop it **APPLY**

7. PRINT & SAVE FILE IN YOUR FOLDER LABEL TYPE FORMAT EXERCISE

Quark Windows Shortcuts

FILE MENU

New Document Ctrl+N

Open Ctrl+O

Close Ctrl+F4

Save Ctrl+S

Get Text/Picture Ctrl+E

Save Text Ctrl+alt+E (save text in word format-choose from drop down list)

Document Setup Ctrl+Alt+Shift+P (change size of document after created)

Page Setup Ctrl+Alt+P

Print Ctrl+P

Quit Ctrl+Q

EDIT MENU

Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+P

Select All Ctrl+A (works both inside and outside boxes)

Style Sheets Shift+F11

Colors Shift+F12

STYLE MENU FOR TEXT

Alignment

Left Ctrl+L

Right Ctrl+R

Center Ctrl+C

Justified Ctrl+J

Formatting Ctrl+F (first line indents, space before & after alignment, H&J)

Tabs Ctrl+Shift+T (set tabs and drag on ruler, triangles are indicate indents)

VIEW MENU

<u>Fit in Window</u>	<u>Ctrl+0 (Zero)</u>
<u>Actual Size</u>	<u>Ctrl+1</u>
<u>Thumbnails</u>	<u>Shift+F6</u>
<u>Show/Hide Guides</u>	<u>F7 (also hides box edges)</u>
<u>Show/Hide Rulers</u>	<u>Ctrl+R</u>
<u>Show/Hide Invisibles</u>	<u>Ctrl+I</u>
<u>Check Spelling</u>	<u>Ctrl+Alt+Shift+W</u>

MAKING A SELECTION

Text in text box

<u>Put cursor in box</u>	<u>1 click</u>
<u>Select word</u>	<u>2 clicks</u>
<u>Select a line</u>	<u>3 clicks</u>
<u>Select a paragraph</u>	<u>4 clicks</u>
<u>Select a story</u>	<u>5 clicks</u>
<u>Select items in layers</u>	<u>w/Item tool Ctrl+Alt+Shift click once to go down for each layer</u>
<u>Select items in groups</u>	<u>Use content tool</u>
<u>Select All</u>	<u>Ctrl+A</u>

Common Problems with Quark

Can't select something - check to see if you have the correct tool (item or content)

If it is behind something use Ctrl+Alt+Shift and click with mouse to select through layers

Printing Problems

Photos won't print - correct file format (tif or eps)
not linked to photos

Graphics from Illustrator are jaggy - not using a postscript printer

Rotated items are jaggy - not using a postscript printer

Eps photos are jaggy - not using a postscript printer

Can't figure out the problem - turn on postscript errors in print menu

Limit check errors are usually memory errors - like too many point in clipping path
or incorrect color definition

Takes too long to print

Pasting pictures in text boxes increases memory requirements

Gradients take longer to print

Eps files take longer to print - quantity and number of point in outline increase printing time

Rotated and Flipped Items take longer to print - rotate & flip in image editing program

ALWAYS CHECK PRINT PREVIEW BEFORE PRINTING