

# Portfolio in QuarkXPress 4



QuarkXpress is a professional publishing program which allows precise control over the positioning of elements, offers time saving “master pages” and prints exceptionally well.

## Palettes:

There are two main palettes that we will be using in Quark. They are the **Tool palette** and the **Measurement palette**. The measurement palette is context sensitive. The information it displays changes according to what you have selected. If either palette is not visible choose **View > Show Tools** or **Measurements**.

## Tools:

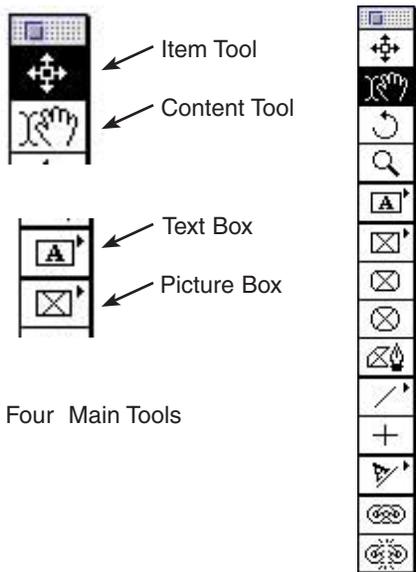
There are four tools that we will be using often.

**Item Tool:** Moves objects and allows you to delete objects when selected with this tool.

**Content Tool:** Allows editing or importing of text and pictures (contents of the box) when an object is selected with this tool. Knowing which tool to use when takes a little while to grasp.

**Text Box:** Makes a text box on the canvas.

**Picture Box:** Makes a picture box on the canvas.



Four Main Tools

Tool Palette

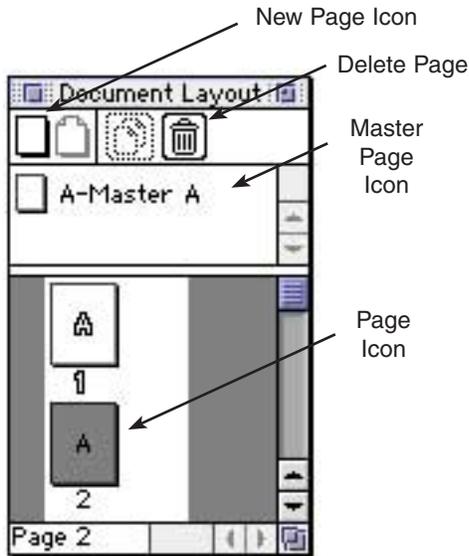
## Layout the Portfolio with Master Pages:

Master pages allow you to create a template which can be used for all your pages. We will create two text boxes, one for the description of your work and one for contact info at the bottom of the page and one picture box for your image.

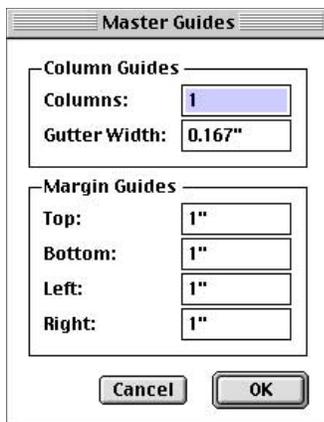
1. Choose **View > Document Layout** if your document layout palette is not already visible on screen.

Measurement Palette

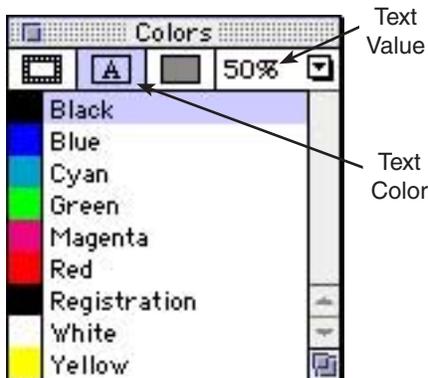




Document Layout Palette



Page > Master Guides



Colors Palette

2. **Double click on the Master Page Icon** in the Document Layout palette. Look in the lower left hand corner of the document window. You should see "A-Master-A". If guides are visible (View > Show Guides or F7), you should also see a link icon in the upper left hand corner of the page.

3. Choose **Page > Master Guides** to bring up the margins for the master page. **Set top, bottom & sides to 1 inch margin guides.** Click OK.

4. If there is a text box on the master page, click on the text box to select it. Delete it with delete key.

5. **Draw a new text box** at the two third mark in the page. Using the **content tool**, click on the text box. Type in a generic **description** for your work. e.g. Title, media, X x X inches, P.K. Steffen, 00/00 Format the text by selecting it and changing it's characteristics via the measurements palette. Try setting the font to 10 points. See sample at the end of this handout as a guide.

6. Click on the text box with the Item tool and type **Cmd-D** to duplicate it. This will save us from having to format the text all over again. Move it down the page about 2 inches until it is resting just below the bottom page margin guide.

7. Select all the text in the box (Drag with mouse, triple click, Cmd-A) Then choose **View > Show Colors**. In the Colors Palette, click on the rectangle with the "A" at the top of the palette. Then click on the pop up menu to set the text value to 50% black. That will change the text to a lighter value so that the descriptive text created in step 5 stands out more than the contact info. Using the content tool, edit the text to reflect your **contact information**. Set the font to a smaller size of 7 or 8 points.

### Editing the Individual Pages of your Portfolio:

8. Double click on the Page icon for Page one in the Document Layout Palette. It should have all the attributes that we created in steps 1-7. First click

on the picture box to select it. Choose **File > Get Picture** to select the image for this page. Scale the image, center it using the keyboard shortcuts listed under *Content Tool Shortcuts* below.

8. Edit the descriptive text to describe the image. You're done with the first page!

9. To add a page, drag a master page into the page icon area of the document layout palette. If you need a second master page, drag the blank page icon above the master page and drop into the master page area of the document layout palette. Edit the second page to create different attributes.

10. With the Content tool selected, choose **Utilities > Check Spelling** to do a spell check before you print. Be sure to save often.

### Keyboard Shortcuts:

#### Content Tool:

<b>Cmd-E</b>	Get a picture or text
<b>Cmd-Shift-M</b>	Centers a picture in box
<b>Cmd-Shift-F</b>	Fit picture to box
<b>Cmd-Option-Shift-F</b>	Fit picture to box proportionately
<b>Option</b>	Grabber hand to move

#### View:

<b>Cmd-0</b>	Fit page in window
<b>Cmd-1</b>	View 100%

#### General:

<b>Cmd-Shift-B</b>	Bold
<b>Cmd-Shift-U</b>	Underline
<b>Cmd-Shift-I</b>	Italic
<b>Cmd-G</b>	Group objects
<b>Cmd-U</b>	Ungroup objects
<b>Cmd-Shift-Option</b>	Allows scaling of both box AND text or picture at same time!
<b>Cmd-Shift-&gt;</b>	Selected text increases one size
<b>Cmd-Shift-&lt;</b>	Selected text decreases one size
<b>F7 key</b>	Show / Hide guides
<b>Space-Comma</b>	Align dialog box
<b>Cmd-B</b>	Borders for boxes

#### Mac OS screenshot commands:

<b>Cmd-Shift-3</b>	Takes picture of whole screen
<b>Cmd-Shift-4</b>	Changes cursor to crosshair to define area of capture
<b>Cmd-Shift-4-Caps Lock</b>	Captures window if clicked.

Tips:

1. Save your images as TIFF in Photoshop for the best prints. Quark can however import JPEG images and PICT images (screen shots are PICT)

2. Use Epson Photo Quality Inkjet Paper or a non glossy paper to make sure that your pages don't stick to the plastic sleeve. Tweak your pinter's settings to reflect the high quality media.

3. Use the arrow keys to nudge items a small amount in any direction.

4. To align objects, choose **Item > Space/Align...** Sometimes you need to group a couple objects (**Cmd-G**) to align them with another group of objects. You can also visually align objects using guides. If guides and rulers are visible (**View > Show Guides or Rulers**), simply drag a new one from the ruler on the edge of the document window.

5. Your images are separate from the Quark document which refers to them. Keep your documents and images together in the same folder. Without the referenced images, Quark will print the document (with complaints), but the images will be the low resolution previews as seen on screen. Check which pictures are being used via **Utilities > Usage** - click on the pictures tab. You can update a picture's status by clicking on it and choosing Update. Then point to the missing or new file and Quark will re-link to the image.

6. If you are taking the files to Kinkos or another machine to print and you use any unusual fonts, be sure to copy them to your output folder. I recommend that you keep things simple; use basic fonts like Helvetica which all Macs should have installed.

If your document is very large and contains many images, use **File > Collect for Output...** Quark will collect all the files that are referenced (except fonts!) and will place them in the folder of your choosing with a copy of your Quark file. This is a foolproof method for ensuring that you have all the images that are referenced.

7. Use **Cmd-0** to position your page in the middle of the window when pasting. This can be very handy for aligning objects to the middle of the page. Use the Shift key to then reposition the object along a 90 or 45 degree axis. If doesn't **Cmd-0** move the page to the center of the window, you are already fitting in the window. Zoom in first with **Cmd-1** and then zoom out and center the page with **Cmd-0**.

8. Text flow around boxes is handy for ease of layout but sometimes you want to place a box somewhere and it reflows the surrounding text. To place a picture or text box over some text without reflow, select the box and choose **Item > Runaround** then in the **Type** pop up menu choose **None**.

9. Microsoft Word can also be used to lay out your portfolio, but due to memory issues, you may experience difficulties loading large images or a large number of images into the page. see "Portfolio in Word 98". Quark with it's use of preview images can easily handle a large number of high quality images.



Instant, 28 x 27 x 21 inches, video installation, P.K. Steffen, 1999

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Sample Page