

QuarkXPress and QuarkXPress Passport 4.0 Features

- ④ = feature new to 4.0
- ④ = feature enhanced for 4.0

Palettes and controls

- ④ Customize Tool palette by rearranging and hiding tools
- ④ Store greater quantity of tools in minimal space with Tool palette's pop-out setup
- ④ Open and use up to eleven movable palettes for quicker access to controls and fields related to a given task
- ④ Access find and change controls from a movable palette for convenient text editing during search and replace
- ④ Use dialog boxes that consolidate related control sets through folder/tab metaphor
- ④ Item tool and Content tool enhanced to eliminate need for switching between them (e.g., multiple-select items in Content mode or apply picture styles in Item mode)
- ④ Click the right mouse button in a document to display a context menu that includes common clipboard, view, and modify commands (Windows version)
 - Add, subtract, multiply, and divide values in fields using any combination of measurement systems

Viewing and navigating

- ④ Quickly navigate using page icons at lower-left corner of document window
- ④ Force screen to redraw with keyboard command
 - Halt screen redraw with keyboard command
- ④ Interrupt screen draw by choosing from a menu or clicking in document
- ④ Change document display from 10% to 800% using menus or the Zoom tool, or by entering a percent in a field (maximum percent for Windows version may be smaller depending on monitor resolution)
- ④ View actual page numbers in a sectioned document, or view "absolute" page numbers
 - View multiple spreads simultaneously
 - Scroll document intuitively with Page Grabber hand accessed with modifier key

- Control document scroll speed
- Greek text and pictures for faster screen display — click on picture to display
- Greek pictures and blends while scrolling for quicker navigation
- ④ Set preference to show the true look of the document as you drag, resize, or reshape (observe correct text flow and item stacking)
- Set preference to view box contents while dragging or rotating
- Display and hide invisible characters such as spaces and tabs under any circumstances
- Calibrate your monitor's dpi for accurate screen display (Windows version)
- Display or hide page guides
- Display TIFF pictures at full- or half-screen resolution
- Control display of 24-bit TIFFs
- ④ View Type 1 font's PostScript name, file name, font type, and version number
- Adjust the ruler zero point
- Specify the color of ruler guides and page guides

Miscellaneous preferences

- ④ Set preferences for multiple tools simultaneously
- ④ Set preference to automatically save document window position
- ④ Choose among eight measurement systems — including agates for classified ads — each with maximum precision of .001 unit
- Set more than 100 program-wide defaults
- Specify width of pasteboard surrounding documents
- Specify a custom cicero-to-centimeter value or points-to-inches value

Opening, saving, and exporting

- Open up to 25 documents, templates, and/or libraries
- Replace missing fonts when opening documents
- ④ Save in QuarkXPress™ 3.3 format

continued on page 2

For more information

For more information regarding QuarkXPress™, QuarkXPress Passport™ or other Quark products, please visit our Web site at <http://www.quark.com>.

- ④ Conserve document size by automatically listing which colors, style sheets, etc., are used in a document and which are not
- Save as write-protected templates
- Automatically save and make backups of documents
- Automatically save changes to a library whenever an entry is added
- Save pages as EPS picture files
- Export text in a variety of text formats
- ④ Use a single dialog box and multiple source documents and libraries for importing style sheets, colors, line and frame styles, etc.

New documents

- Choose from five predefined page sizes
- Specify document sizes ranging from 1" × 1" to 48" × 48"; modify document size at any time
- ④ Choose landscape or portrait when creating a new document rather than swapping numerical measurements
- Create single-sided or facing-page documents

Master pages, master items, and spreads

- Create up to 127 master page pairs for a single document
- Edit items on master pages for global changes
- Edit master items locally in the document for special-case pages
- Create multiple-page spreads (gatefolds)

Reordering and inserting pages

- Choose from three automatic page insertion options, or insert pages manually
- Insert, delete, and move multiple pages
- Drag pages within and between documents

Page numbering, "continued" lines, and linked text chains

- Number and renumber pages automatically
- Choose page number format (i, ii, iii; A, B, C; 1, 2, 3; etc.)
- Divide a single document into independently numbered sections

- Specify automatic "Continued on" and "Continued from" page numbers that update automatically
- Link text boxes together to create a story
- Maintain text box links after deleting one or more of the boxes in the chain
- Unlink text boxes; reroute links
- Cut, copy, and paste, or drag linked text boxes within and between documents
- Use automatic text boxes with auto page insertion to avoid manual creation of multi-page text chains

Drawing, merging, and reshaping

- ④ Draw five standard picture box and text box shapes — or draw a custom Bézier shape — and switch among shape types any time
- ④ Draw Bézier picture boxes, text boxes, lines, and text paths using point-by-point tools
- ④ Quickly sketch Bézier boxes, lines, and text paths using Freehand tools
- Draw orthogonal (90-degree) lines or straight lines of any angle
- ④ Edit Bézier points, segments, and curve handles during creation
- ④ Illustrate by merging multiple items to form one composite box (six methods)
- ④ Merge endpoints from two Bézier lines to form one line
- ④ Flow text along a Bézier path, with four options for flow style and four options for position
- ④ Convert highlighted text into Bézier-outline box and fill with picture or text
- ④ Change boxes to lines and vice versa
- ④ Change traditionally shaped items into Bézier items and vice versa
- ④ Change text boxes to picture boxes and vice versa, or change Bézier lines to text paths and vice versa, by choosing a content type from a menu
- ④ Change a text box or a picture box to a no-content box
- ④ Select, move, and fully edit Bézier items using only one tool (Item or Content tool)
- ④ Choose among symmetrical, smooth, or corner states for a Bézier point

continued on page 3

- ④ Reshape curved segments in a Bézier item by dragging curve handles, or by intuitively dragging different parts of a segment
- ④ Access fields in Measurements palette that indicate distance and angle of curve handles from their associated point
- ④ Automatically select all points in a Bézier item
- ④ Cut out parts of a Bézier item by punching through with an overlapping shape
- ④ Split multiple-path items to form several items
- ④ Reshape text outlines that have been converted to Bézier boxes

Positioning, resizing, scaling, and stacking

- Size and position items manually or numerically
- Nudge items 1 pt or .1 pt using arrow keys
- Snap items to guides
- Define your own “snap to” distance
- See precise x and y coordinates for selected items or groups
- See precise x and y coordinates any time an item, group, resize handle, Bézier point, or curve handle is in motion
- Resize boxes by dragging resize handles
- Scale box contents (text or picture) numerically or by pressing modifier while resizing
- ④ Resize groups (with option to scale all picture contents, text contents, frame widths, and line weights)
- Extend items across facing pages
- Create bleeds easily
- Send items to the front or back, or one level forward or backward

Rotating, skewing, and flipping

- Rotate text boxes along with text 360° in .001° increments — text is fully editable after rotation
- Rotate pictures, picture boxes, and lines in .001° increments
- Skew pictures, text, boxes, and lines
- Flip pictures and text to create a mirror image of the original
- ④ Flip asymmetrical boxes by dragging resize handles

Line, frame, and box background attributes (strokes and fills)

- ④ Create scalable, custom dash or stripe styles for use with lines and frames, or choose from 11 default dash and stripe styles
- ④ Use dash and stripe styles to stroke Bézier items
- Apply arrowheads and tail feathers to lines
- Specify line widths from hairline to 864 points in .001-point increments
- Choose from four line-description modes (endpoints, first point, midpoint, last point) for straight lines
- ④ Apply color and shade to gaps in non-solid lines and frames
- Apply background color and shade to picture and text boxes

Grouping, locking, aligning, and distributing items

- Select multiple items, including all items on a page or spread
- Group items so they can be selected, moved, rotated, resized, or modified as a single item
- Duplicate single or grouped items
- Automatically create and position multiple duplicates (up to 99 copies of active items)
- Increase or decrease amount of horizontal or vertical space between active items from 0 to 1,000% in .1% increments
- Automatically control alignment and space between multiple items
- Distribute space evenly between items
- Lock or unlock single or grouped items on a page

Long documents

- ④ Maximum number of style sheets, colors, H&J sets, tabs, and paragraphs per story expanded to allow thousands of each
- ④ Switch type styles at more than a million locations in a document or create more than a million paragraphs per document
- Create documents up to 2,000 pages long, or 2 gigabytes
- ④ Tag words for a four-level nested index or a two-level run-in index

continued on page 4

- ④ Add entries and access most indexing controls from a movable palette
- ④ Create cross references for an index
- ④ Choose among six options that determine the scope of an index entry's page reference (including length of the entry, number of paragraphs, or the next style sheet change)
- ④ Specify the format, punctuation, master page, and style sheets for index creation
- ④ Create formatted tables of contents and other paragraph-style-sheet-based lists automatically
- ④ Automatically alphabetize paragraphs when using the Lists feature
- ④ Automatically update lists and indexes after editing text
- ④ Create book files consisting of multiple QuarkXPress files for efficient network-based construction of long documents
- ④ Open chapters through a book's palette on the local drive or across a network
- ④ Synchronize page numbering, style sheets, colors, H&Js, lists, and line/frame styles among documents that are part of a book
- ④ Reorganize and add chapters to a book at any time
- ④ Print all or selected chapters in a book with the same print settings

Typing and importing text

- Type text into predefined areas (text boxes) to eliminate design guesswork for writers typing in the layout
- Cut, copy, and paste text
- ④ Let QuarkXPress automatically account for space character inclusion when you double-click to highlight (then cut and paste) a word
- Drag and drop text
- Drag and drop text files directly from any Windows file list into a layout (Windows version)
- Generate word counts for stories and documents
- Import text from most popular word processors, as well as XPress Tags and ASCII formats (plus RTF on Windows)
- Import text with style sheets from Microsoft Word and WordPerfect documents

- Automatically type "fi" and "fl" pairs as ligatures, with an option to bypass when "f" is double (Mac OS only)
- When using ligatures, maintain ability to edit text, find/change text, hyphenate, and check spelling as usual (Mac OS only)
- Automatically convert double hyphens into em dashes while importing text
- Automatically convert straight quotes and inch marks into typographer's quotes while typing or while importing text
- Choose one of five international quote styles when automatically converting quotes

Special characters and drop caps

- Create true, automatic drop caps up to 16 lines in height that can be edited any time (drop caps are a paragraph attribute)
- Define your own custom-width space character
- Create mid-paragraph hanging indents using the "Indent Here" character
- Place a right tab stop flush with right indent regardless of established tab stops
- Break paragraphs and columns using special characters such as "New line," "Next column," and "Next box."
- Choose among a wide variety of breaking and non-breaking dashes, hyphens, and spaces
- Insert discretionary hyphens to control hyphenation on a case-by-case basis
- Temporarily switch to Zapf Dingbats font to type one character; font is automatically switched back after typing dingbat

Spell checking and find/changing

- Find and change text and specific attributes in a single story or a whole document
- Find and change fonts used in a document
- ④ Find and change style sheets, including character style sheets
- Check the spelling of a single word, a story, or a whole document
- Use built-in 120,000-word spelling dictionary and/or user-defined dictionaries

continued on page 5

Style sheets

- ④ Create and apply character style sheets for faster local text formatting
 - Create and apply paragraph style sheets
 - Apply a style sheet using a menu, a palette, or a keyboard command
 - Copy style sheets between documents
 - Link paragraph style sheet sequences
 - Replace deleted style sheet with any other style sheet (or find and change style sheets)
 - Look for a symbol in the Style Sheets palette to determine whether a paragraph contains local text formatting
 - Press a modifier key while applying a style sheet to strip local text formatting
 - Edit a style sheet to instantly reformat all text of a given category in your document (for example, all subheads)

Character manipulation

- ④ Convert highlighted text into Bézier-outline box and fill with picture or text
 - Choose a font using a keyboard command and the Measurements palette
 - Specify font sizes from 2 to 720 points in .001-point increments
 - Choose among 13 type styles for any font
 - Globally modify size and position of superscript and subscript characters; and position of superior and small cap characters
 - Horizontally or vertically scale text from 25% to 400% of normal width or height
 - Apply color and shade to text
 - Create reversed text
 - Scale text proportionally while resizing a text box with the mouse
 - Move characters above or below their baselines

Paragraph positioning and leading

- Create hanging indents
- Prevent a subhead from separating from the lines of a paragraph with the “Keep with Next ¶” feature
- Control widow and orphan lines by specifying the minimum number of lines that can break from a paragraph across a column

- Vertically align text (top, centered, bottom, justified)
- Control placement of first line of text in a text box
- Control spacing before and after paragraphs
- Automatically align text baselines across columns
- Specify absolute leading in .001-point increments, or specify leading based on font size
- Specify left, centered, right, justified, and forced paragraph alignment
- Copy formats between paragraphs
- Specify left indent, right indent, and first line indent

Hyphenation and justification

- ④ Choose expanded hyphenation method to access new built-in hyphenation dictionary for more accurate results
 - Create your own hyphenation dictionary
 - Display suggested hyphenation for individual words
 - Save hyphenation exceptions with a document
 - Create multiple hyphenation and justification (H&J) specifications
 - Copy H&J specifications between documents
 - Specify a hyphenation zone
 - Control hyphenation of capitalized words
 - Control minimum number of characters before and after a hyphen
 - Specify minimum word size to hyphenate
 - Apply custom hyphenation to individual paragraphs
 - Specify maximum number of consecutive hyphens allowed
 - Force-justify the last lines of paragraphs
 - Specify optimum, minimum, and maximum word and character spacing for justified text
 - Choose whether to justify single-word lines in justified paragraphs

Tabs

- Choose from six tab alignment options
- Place tabs numerically or manually

continued on page 6

- Specify tab fill characters (such as dot leaders), including two-character fills
- Specify any printing character as the alignment character for a tab stop
- Place a right tab stop flush with right indent regardless of established tab stops

Tracking and kerning

- Kern and track text (manually or automatically) in .001 increments of any supported measurement system
- Edit tracking and kerning tables individually for each font, without altering font files
- Save kerning and tracking table information with a document
- Import a font's kerning table as a text file and use it for another font

Automatic text wrap (runaround)

- Automatically run text around a picture's subject matter
- ④ Run text inside the "holes" of a picture's subject matter
- ④ Base automatic runaround path on picture's white areas, its box, an alpha channel, an embedded path, or a clipping path
- ④ Edit runaround path using Bézier tools
- ④ Run a single column of text around all sides of an obstructing item or items
- ④ Flow text inside five standard text box shapes or a custom Bézier shape, and switch among them
- Automatically run text around non-rectangular boxes to match their shape
- Run text behind items and pictures for unusual effects

Anchoring items to flow in text

- Control offset distances for rules above and below paragraphs
- ④ Anchor picture boxes, text boxes, lines, and rules to flow with text — including non-rectangular or Bézier-shaped items
- Control alignment and baseline position of anchored items
- ④ Automatically maintain designer-intended baseline when converting highlighted text into an anchored Bézier box

- Create side-heads and other technical formatting using anchored text boxes

Picture importing (linking) and updating

- Paste pictures into boxes to embed them in the document, or import them to conserve document size
- Drag and drop picture files directly from Windows file lists into a layout (Windows version)
- ④ View picture file's full path, file size, modification date, dimensions, and color depth
- Import pictures in most Mac OS and Windows formats
- Preview pictures before importing or updating them
- List all imported pictures in a document
- Automatically update modified pictures
- Automatically add custom colors from imported EPS pictures to document color list

Picture manipulation

- ④ Mask parts of a picture using five standard picture box shapes or a custom Bézier shape, and use any line style to stroke the frame
- ④ Create clipping paths automatically from within QuarkXPress (based on white areas, an alpha channel, or an embedded path)
- ④ Edit clipping path using Bézier tools
- ④ Invert any clipping path
- ④ Remove a picture from its bounding box
- Suppress or enable picture printout
- Apply color and shade to 1-bit and grayscale pictures
- Convert color pictures to grayscale or grayscale pictures to line art by pressing modifier key during import
- Scale, crop, rotate, and skew pictures
- Position pictures numerically
- Specify line frequency, screen angle, and dot function for grayscale pictures
- Control contrast of a grayscale bitmap picture, or for each channel of a color bitmap picture
- Display and modify grayscale pictures in 256 levels of gray

continued on page 7

Coloring elements

- Create two-color blends (gradients) for box backgrounds in six patterns
- Apply color and shade to lines and frames
- ④ Apply color and shade to gaps in non-solid lines and frames
- Apply color and shade to 1-bit and grayscale pictures
- Apply color and shade to text
- Specify shade from 0 to 100% in .1% increments
- ④ Create “multi-ink” colors that consist of user-specified percentages of any number of spot or process colors
- Create process and spot colors using any of these color models: HSB, RGB, CMYK, LAB, PANTONE®, PANTONE® Hexachrome™, FOCOLTONE®, TRUMATCH™, and Japanese color systems TOYO and DIC
- Create document-specific and program-default colors
- Copy colors between documents

Color management

- ④ Predict color using ICC-based color management from Apple ColorSync 2.1 (Mac OS only) or Kodak (Windows or Mac OS)
- ④ Specify picture sources, device profiles, and color management preferences using the full suite of controls in Quark’s bundled CMS software

Halftoning, separating, and trapping

- Print individual plates for spot and process colors
- ④ Control screen frequency, angle, and dot function separately for each plate
- Specify line frequency, screen angle, and dot function for grayscale pictures
- Print spot and process color separations of EPS graphics
- ④ Use high-fidelity color compatibility to reduce need for spot colors
- ④ Separate RGB pictures into high-fidelity color space for minimal loss in gamut
- Separate RGB pictures into process color space
- Print separations for CMYK TIFF pictures

- Trap colors automatically or on an object-by-object basis (choke, spread, knockout, overprint)
- Specify the shade at or above which an object color will overprint its background color
- Use either DCS or OPI color separation formats

Printing

- ④ Automatically learn which item is causing a printing problem using Quark’s PostScript error handler
- ④ View how your page will be positioned on the selected paper size
- ④ Print a non-continuous range of pages
- ④ Create reusable print styles for common print settings
- Print actual size, percent of actual size, and thumbnails
- Print oversized documents in automatically or manually tiled pieces
- Print spreads as continuous output
- Print registration marks centered, off center, or at user-defined offsets
- Suppress printout of any item
- Control output of OPI comments for TIFF and EPS pictures
- Select normal or rough printing modes
- Print TIFFs to non-PostScript printers at printer resolution
- Print master pages
- Reimport missing picture files at the start of a print job after being notified automatically
- View printing progress information about specific pages, separation plates, and pictures
- Send print information in binary or ASCII format
- Collect document and high resolution picture files in a directory for delivery to a service bureau
- Automatically generate an electronic report containing all the information a service bureau needs to print your document
- Control memory allocation (and speed) when printing to non-PostScript printers
- Send faxes using a special compatible printing method

continued on page 8

QuarkXPress with other software

- Add XTensions™ — software modules created by Quark™ and third-party developers that expand the user interface and capabilities of QuarkXPress (more than 450 XTensions available)
- ④ Manage which XTensions or XTension sets will be active when you launch using new XTensions Manager
- Use QuarkXPress 4.0 with the next QuarkImmedia™ upgrade to author interactive multimedia titles for publication on the web or on CD-ROM
- Use QuarkXPress 4.0 and the next QPS™ (Quark Publishing System™) upgrade to implement a highly integrated publishing environment for newspaper and magazine production
- Register your program with Quark quickly and easily on disk using your computer
- Sites that own multiple QuarkXPress copies can update all copies from a file server

QuarkXPress Passport™ Only

- ④ Automatically spell hyphenated words correctly when spelling depends on hyphenation (e.g., some Swiss-German words)
- Work with full support for Danish, Dutch, International English, U.S. English, French, German, Italian, Norwegian, Spanish, Swedish, and Swiss-German
- Add other languages as they become available

- Run under the operating system for any one of the supported languages
- Display menus in any one of the supported languages
- Automatically hyphenate and justify for each language used in a document
- Perform language-specific spell checking for each language used in a document
- Save documents in single-language or multiple-language format
- Exchange documents among QuarkXPress Passport for Mac OS and QuarkXPress Passport for Windows, as well as corresponding single-language versions of QuarkXPress
- Save hyphenation exceptions by language with a document

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