Document Layout Windows
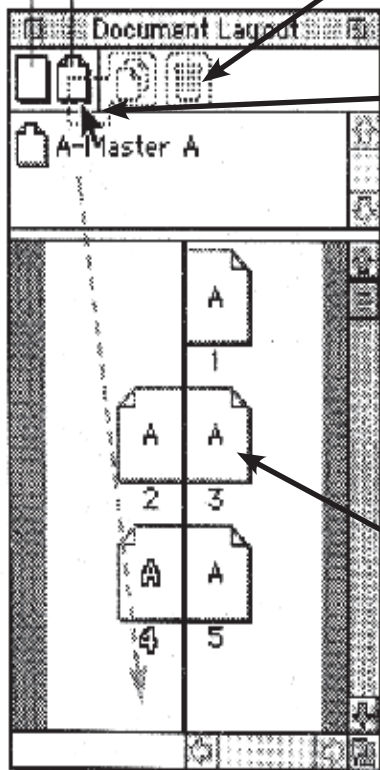
Reminder: In the Quarkxpress assignment you need to have at least two master pages with automatic page numbering on the master pages.

Facing pages Document in Quark:

1 *Press and drag a blank page icon to insert a new page.*

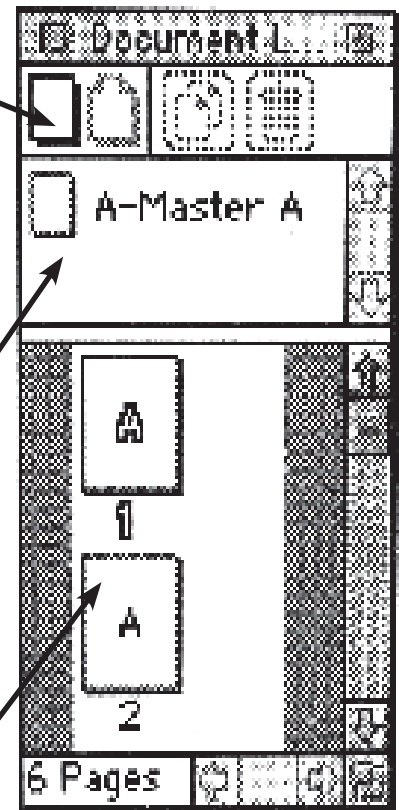**Single-sided blank**

Facing-pages blank

Creating master pages in a Quark's facing page document, you have to create a right side and a left side on your master page. Because items on right side of the master page only showes up on that side.

Documt windows in Quark is where you control your pages. The top area has new pages that can be click and dragged to the area you want a page to be. You can also delete a page by selecting the page and click on the trash can.

The Master area is the for creating a template. You put design, format and items that you want on every page of that style. You can create more master pages by dragging down a page from above. By sure and click on the name so you can rename it.
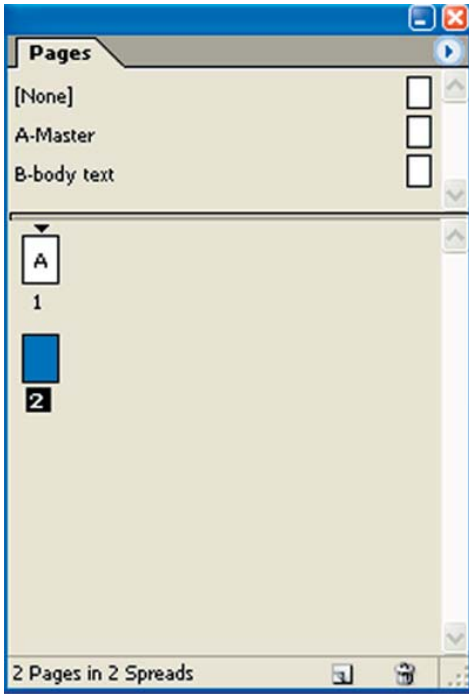
The bottom window is your actual document. This is where you put your content of the document. The letter in the middle of pages icon says that it is a child of master page A. You can double click on any page icon and it will take you to that page. Also you can add master style pages to your document by clicking on the master page icon and dragging it to document window.
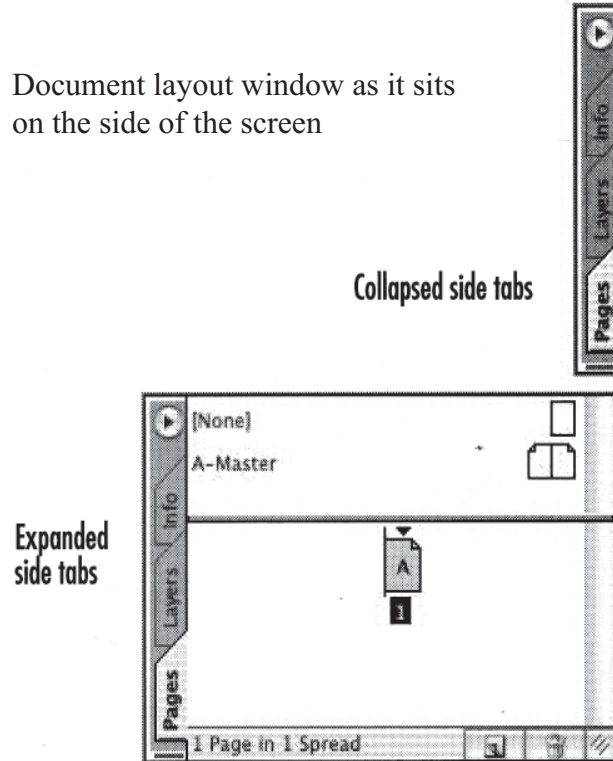
Single Page document in Quark:

Document Layout Window: Indesign CS
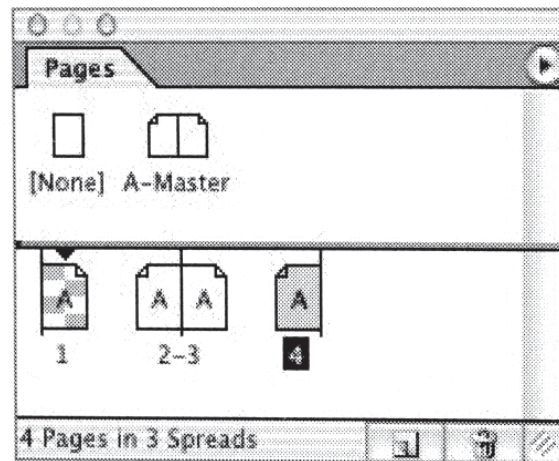
Document layout window pulled away from the right side

Document layout window as it sits on the side of the screen

Collapsed side tabs

Expanded side tabs

*Click the side tab on its name to **expand or collapse the palette** to the side of the monitor.*

Much like Quarkxpress, Indesign CS has the same three areas for the document layout window. Master page area where you can double click on the master page and set up the master page. The actual document area where you would put the content of your design. The page icon has the same type letter to indicate that it is a child of the master page A. Indesign CS as the trash can at the bottom of the page and an arrow to see options where you can add pages.

If the Document window is not open on your right side of screen either collapsed, expanded or pulled away you can open it in the Window menu by clicking a check on pages.
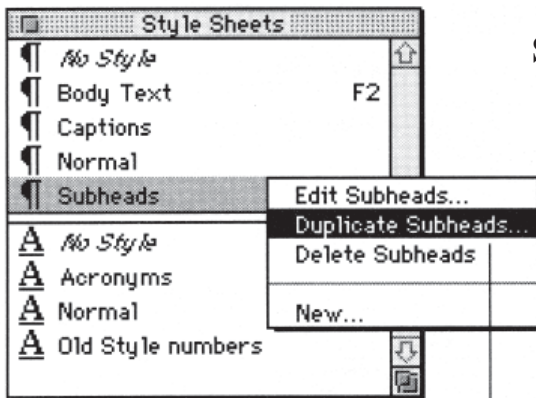

*The **Pages palette** lets you add and delete pages, apply master pages, and move through the document.*
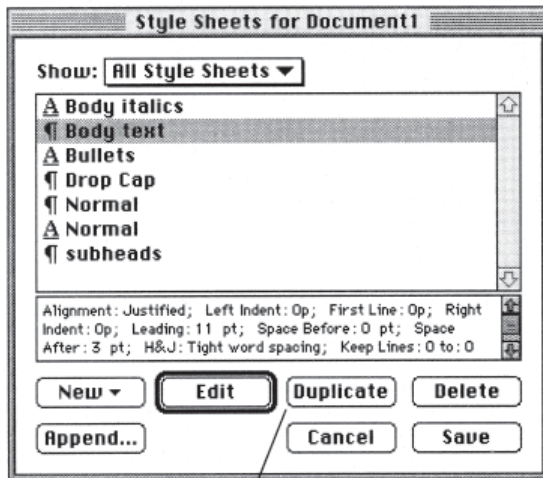
Style Sheets in Quarkxpress

In Quarkxpress first format the the selected text the way you want it to look, then control click (pc) cmd click (mac) on a name in the style sheet pallet. That will bring up the pallet at the left bottom. Click on new and name your new style sheet, and then click ok then you will return to the same pallet and besure to save your new style sheet. The new named style sheet will appear on the style sheet pal-

let. To edit your style sheet, ctr (pc) or cmd (mac) click on the name in the style sheet window and then click on the edit the button. That will edit all text in your document based on that style sheet. Be sure to save the edit. To use your style sheet select the text you want to change and click on the style sheet you made.
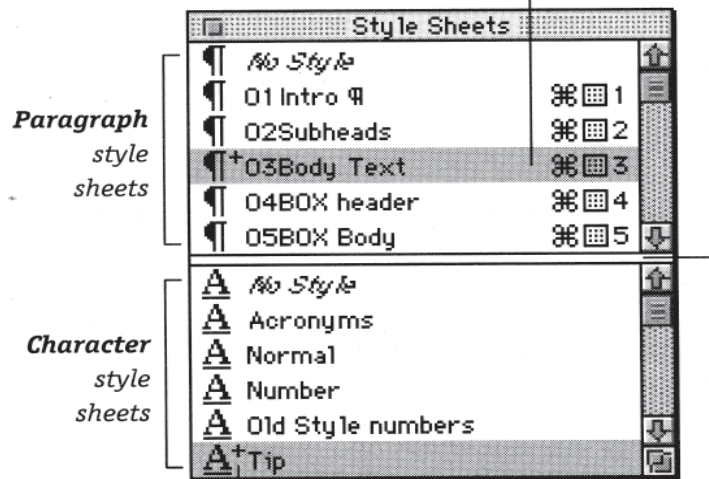
Style Sheets Pallets

. Control-press a style sheet name and choose Duplicate [style sheet name] from the pop-up menu. then click OK.

1 *To* **apply** *a style sheet, click its name on the Style Sheets palette or use the keyboard shortcut if any, that was assigned to the style sheet. The shortcuts are listed on the palette.*

A plus sign preceding a style sheet name indicates that the currently high-lighted characters contain **local formatting.**

Drag this resize **box** *downward to expand the* **whole** *palette.*

. *Click a style sheet name, then click* **Duplicate.** *The word "copy" will append to the style sheet name. Change the name, if you like.*
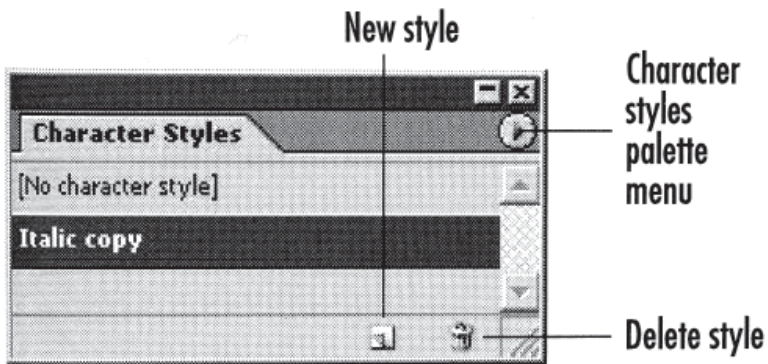
Drag the split **bar** *downward to expand the* **paragraph** *style sheets area of the palette (expand the whole palette first).*

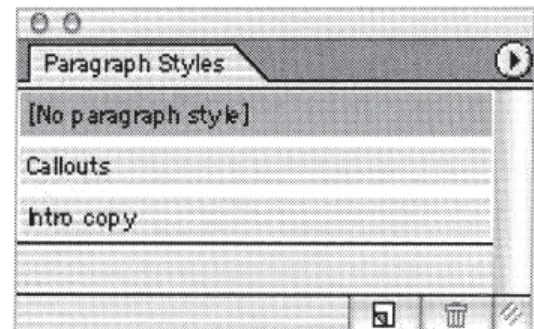When you click on new or edit, you will get another palet to make your choices.

Style Sheets Indesign CS

Below is the style sheets pulled away from the side window. To make a new style sheet either character or paragraph first format and select your text the way you want, then click on the option arrow in the corner of the pallet widow. Choose new style sheet a new pallet appears where you can name and save your new style sheet. To edit your style sheet, right click on the name of the style sheet. Then on the pallet that comes up you can right click on any of the names on the right side and edit that area.

㉙ *The* **Character Styles palette** *lets you define and apply character styles.*

The **Paragraph Styles palette** *makes it easy to apply complex paragraph formatting to paragraphs.*