The key to becoming fluent in any application software is to understand the logic of the program so that you have a reasonable idea of what you can create by using the software. QuarkXPress falls in the category of page layout software. Although it handles text it is not a word processor and it cannot perform word processor function like mail merge. Although it handles graphics it is not a paint or a draw program—it cannot create complex graphic images. However, using this tool one can create a document layouts that bring together sophisticated graphics and type treatments. QuarkXPress has been dominant page layout program in the publishing industry for some time. QuarkXpress is widely becoming the application of choice for all page design.

By the end of this highly practical course, you will be able to:

• Create, edit and output documents using QuarkXPress
• Understand document creation and layout
• Employ more advanced techniques and speed up the design process with templates and shortcuts
**Item Tool**
selects, moves, resizes, and reshapes items (boxes, lines, text paths, and groups), and reshapes clipping and runaround paths.

**Content Tool**
imports and edits text and pictures, and repeats most item tool functionality.

**Rotation tool**
rotates items manually rather than by entering values in fields.

**Zoom tool**
enlarges or reduces the document view.

**TextBox tool**
creates rectangular text boxes; provides access to other text box tools.

**PictureBox tool**
creates rectangle picture boxes; provides access to other picture box tools.

**Table tool**
creates tables.

**Line tool**
creates straight diagonal lines of any angle; provides access to other line tools.

**Line Text Path tool**
creates a straight line, of any angle, that contains text; provides access to other text path tools.

**Linking tool**
establishes text chains to flow text through multiple text boxes.

**Unlinking tool**
brakes links among text boxes.
After reading this topic, you will be able to understand about:

- Colors (F12)
- Style Sheet (F11)
- Document Layout (F10)
- Control/Measurement Palette (F9)
- Picture Effects
- Layers
- List
- Glyphs
- Shared Content (Like Advance Library)

**Colors Palettes (F12)**

Tips:

If you get “.tif” color picture with command key, this will come in Grayscale automatically. (Not applicable all the times. Try to avoid this trick)

**Types of Color**

- Process Color
- CMYK
- Spot Color
- Pantone, Toyo
**Tools and Palette**

### Style Sheet Palettes (F11)

- **Paragraph Style Sheet**
- **Character Style Sheet**

Default Style in the document:

- No Style & Normal
- You can not delete these two styles
- Normal is just like a template style that can be modified.

### Document Layout Palettes (F10)

**Tips:** For applying any master just select Document page and click on required master with option key.

- **Page Insert, duplicate, and delete Area**
  - Blank Page
  - Facing Page
  - Duplicate Master
  - Section
  - Delete Master/Pages

- **Master Page Area**
  - FM-Front Matter
  - TX-Text
  - CO-Chapter Opener
  - Section

- **Document Page Area**
  - FM
  - CO
  - Page iii
# Measurement/Control Palette (F9)

<table>
<thead>
<tr>
<th>When Picture Box is active</th>
<th>When Text Box is active</th>
<th>When Line is active</th>
<th>When Text Path is active</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Picture Box is active</td>
<td>When Text Box is active</td>
<td>When Line is active</td>
<td>When Text Path is active</td>
</tr>
<tr>
<td>Item Related Area</td>
<td>Item Related Area</td>
<td>Item Related Area</td>
<td>Item Related Area</td>
</tr>
<tr>
<td>Position</td>
<td>Position</td>
<td>Position</td>
<td>Position</td>
</tr>
<tr>
<td>Size</td>
<td>Size</td>
<td>Size</td>
<td>Size</td>
</tr>
<tr>
<td>Rotation</td>
<td>Rotation</td>
<td>Rotation</td>
<td>Rotation</td>
</tr>
<tr>
<td>Columns</td>
<td>Columns</td>
<td>Columns</td>
<td>Columns</td>
</tr>
<tr>
<td>Flip - Horizontal</td>
<td>Flip - Horizontal</td>
<td>Flip - Horizontal</td>
<td>Flip - Horizontal</td>
</tr>
<tr>
<td>Flip - Vertical</td>
<td>Flip - Vertical</td>
<td>Flip - Vertical</td>
<td>Flip - Vertical</td>
</tr>
<tr>
<td>Content Related Area</td>
<td>Content Related Area</td>
<td>Content Related Area</td>
<td>Content Related Area</td>
</tr>
<tr>
<td>Leading</td>
<td>Leading</td>
<td>Leading</td>
<td>Leading</td>
</tr>
<tr>
<td>Kerning and Tracking</td>
<td>Kerning and Tracking</td>
<td>Kerning and Tracking</td>
<td>Kerning and Tracking</td>
</tr>
<tr>
<td>Alignment</td>
<td>Alignment</td>
<td>Alignment</td>
<td>Alignment</td>
</tr>
<tr>
<td>Left, Center, right, justify, force justify</td>
<td>Left, Center, right, justify, force justify</td>
<td>Left, Center, right, justify, force justify</td>
<td>Left, Center, right, justify, force justify</td>
</tr>
<tr>
<td>Font</td>
<td>Font</td>
<td>Font</td>
<td>Font</td>
</tr>
<tr>
<td>Size</td>
<td>Size</td>
<td>Size</td>
<td>Size</td>
</tr>
<tr>
<td>Typeface and Typestyle</td>
<td>Typeface and Typestyle</td>
<td>Typeface and Typestyle</td>
<td>Typeface and Typestyle</td>
</tr>
<tr>
<td><strong>Control Palette can be divided in two parts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Item Related Area</strong></td>
<td>Content Related Area</td>
<td>Content Related Area</td>
<td>Content Related Area</td>
</tr>
<tr>
<td><strong>Content Related Area</strong></td>
<td>Size of Picture within Picture box</td>
<td>Position of Picture within Picture box</td>
<td>Rotation of Picture with Picture box</td>
</tr>
<tr>
<td>Control Palette get changed automatically according to the selected tool. Therefore the options of this palette also get changed.</td>
<td>Skew of Picture with Picture box</td>
<td><strong>Palette when Line Tool is selected</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Palette when Text Box Tool is selected</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Related Area</td>
<td>Position</td>
<td>Rotation</td>
<td>Length of Line</td>
</tr>
<tr>
<td>Position</td>
<td>Rotation</td>
<td>Length of Line</td>
<td>Staring Point</td>
</tr>
<tr>
<td>Size</td>
<td>Length of Line</td>
<td>Staring Point</td>
<td>End, left, mid, right point</td>
</tr>
<tr>
<td>Rotation</td>
<td>Width of line</td>
<td>Content Related Area</td>
<td>Style of line</td>
</tr>
<tr>
<td>Columns</td>
<td>Content Related Area</td>
<td>Arrow within line</td>
<td>Arrow within line</td>
</tr>
<tr>
<td>Flip - Horizontal</td>
<td>Content Related Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flip - Vertical</td>
<td>Content Related Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Content Related Area</td>
<td>Content Related Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Font</td>
<td>Font</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Size</td>
<td>Size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typeface and Typestyle</td>
<td>Typeface and Typestyle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Picture Effects Palettes**

Selection of Effect for applying on pictures

- Adjustment
- Filters
- Load Preset
- Save Preset
- Edit Effects

Display all effect here

Color Information

**Layers Palettes**

Layer Options

- New Layer
- Move Item to Layer
- Merge Layers
- Delete Layer

Tips: For changing the layer of any item just drag dotted square box with option key to desired layers

Layers in Document
List

Process for creating TOC

1. Create New List First (Edit-Lists)
2. Now Build List (Window-Lists)

**Description:** You can select/take any character by using this Glyphs. It's the same like any character map but much advanced. You can save the character as “Favorite Glyphs”
Shared Content (Like Advance Library) (Synchronize text, picture etc.)

With QuarkXpress® 7, now you can synchronize text, pictures, and formatting - even between different layouts in the same project file.

Collaborate on a single layout with multiple users and instantly synchronize all text, color, design, and output. Work the way you want - over a network, through e-mail, or instant messaging.

Synchronize your text and graphics immediately throughout your entire project. Edit an image, correct a typo, change a font, or reshape a box in one layout and watch the changes update everywhere.

With shared content, edit your text or images once and watch them update everywhere.

Its like the library.
1. Create any type of box, line or etc
2. Click “New” on Shared Content
3. Automatically that item will add in Shared Content.
4. Now you can drag it anywhere within the document.
5. If you make any change anywhere in the share content item this will update everywhere even within the share content library too.
Append is the process of importing components from other Quark documents into existing document.

The Print command displays the print dialog box, which lets you specify the output of a document.

The Print command has the preview option, which gives you the flexibility of knowing the Print Page area in relation to the Document Page.

Use Collect for Output at the time of delivering final files to client/printer.
As you are familiar with print style. Earlier it was just a Print styles. But now you can define the styles for EPS Output, PDF output and PPML Output also.
Style Menu

Style Menu is a Context Sensitive Menu which get changed according to the item selected.
Style Menu when Text is selected

- Font
- Size
- Type Style
- Change Case
- Colour
- Shade
- Opacity
- Horizontal/Vertical Scale...
- Kern...
- Baseline Shift...
- Character...
- Character Style Sheet
- Text to Box

Alignment
- Leading...
- Formats...
- Tabs...
- Rules...
- Paragraph Style Sheet

Flip Horizontal
- Flip Vertical

Hyperlink
- Anchor

Underline Styles
Item Menu is Most Used Menu

Modify:
- Box
- Picture
- Runaround
- Drop Shadow

Modify:
- Frame
- Runaround
- Clipping
- Duplicate
- Step and Repeat
- Delete
- Group
- Ungroup
- Constrain
- Lock
- Merge
- Split
- Send to Back
- Bring to Front
- Space/Align

Shape
- Content
- Edit

Share...
- Unsynchronize
- Point/Segment Type
- Drop Shadow...

Composition Zones
- Preview Resolution
- Delete All Hot Areas
- Super Step and Repeat

Cascading Menu
- Basic Rollover
- 2-position Rollovers

Biotics Education
Item Menu (Continued)

Modify:

- Frame
- Clipping
- Drop Shadow

Modify:

- Item Menu (Continued)
- Modify:
  - Frame
  - Clipping
  - Drop Shadow

Item Menu (Continued)

- Modify...
- Frame...
- Runaround...
- Clipping...
- Duplicate
- Step and Repeat...
- Delete
- Group
- Ungroup
- Constrain
- Lock
- Merge
- Split
- Send to Back
- Bring to Front
- Space/Align
- Shape
- Content
- Edit

Modify:

- Modify:
  - Frame
  - Clipping
  - Drop Shadow

Modify:

- Modify:
  - Frame
  - Clipping
  - Drop Shadow

Modify:

- Modify:
  - Frame
  - Clipping
  - Drop Shadow
Constrain

When you constrain an item, you are essentially putting the item "inside" another item. A constrained item cannot move beyond the boundaries of the item to which it is constrained. Before you can constrain an item, you must group it with the constraining item, and ensure that the item to be constrained is in front of and entirely within the boundaries of the constraining item. Then simply select the group with the Item tool then and choose Item → Constrain.

1: Make at least 2 box
2: Group both the item
3: Click to Constrain
4: Now small box can not go outside of border of big item.
So now the small text box has been put as Constraint for Big box

With Constrain

1: Make at least 2 box
2: Group both the item
3: Click to Constrain
4: Now small box can not go outside of border of big item.
So now the small text box has been put as Constraint for Big box

Without Constrain
Page Menu allows the operator to use Document pages, Master Pages and Sectioning options.

Master Guide will be highlighted only when you are on a Master page.
**Layout**

When you create a new project, it's just a starting point of any project. But when you are making any layout, it means you will get all the styles, colors, and everything in the new layout. (You can say that it is just a duplicate copy of your existing layout with a different page size and margins if you give different values.)

**Duplicate copy of existing layout**

**Biotics Education**
Table

Draw a Table

There are 2 main ways to create a table.
1. **Drawing a table:** It is appropriate if you're working from hard copy and entering data.
2. **Converting text to a table:** works well if the data is available and have been already divided in some way (such as with tabs) to indicate columns and rows.

---

Once you select the Table Tool and click and drag (left), you'll see the **Table Properties** dialog box (right).

Click OK in the **Table Properties** dialog box, and XPress draws your table in the layout.
Once you've created a table, you can enter text into a cell (or series of cells) just as you would into a regular text box. There is, however, a problem with importing text into a table. XPress ignores delimiters (the special characters that separate columns and rows in a text file) such as tabs, commas, or paragraph returns in the imported text.

2. **Converting text to a table:** works well if the data is available and have been already divided in some way (such as with tabs) to indicate columns and rows.

Rather than importing text directly into a table, you should import text into a regular text box, highlight the text, and then choose “Item: Convert Text” to Table. The Convert Text to Table dialog box defines how the text is imported based on the delimiters (tabs, paragraph returns, and so on) in the selected text. (It's a good idea to accept the default values when converting text to a table; you can always make any necessary adjustments later, such as deleting extra columns.)

![Convert Text to Table dialog box]

To force XPress to recognize delimiters, use the Convert Text to Table command. When you click OK in the Convert Text to Table dialog box, XPress places the new table on top of the existing text box. The table has the same height and width as the text box from which the text was converted.

![While Convert Table to Text solves some table problems, your text may still need some help. Two of the most common issues are overset text and text inset values. But at least you can format the text, cells, gridlines, and table attributes however you like.]

<table>
<thead>
<tr>
<th>Student</th>
<th>Hindi</th>
<th>Accounts</th>
<th>Business Study</th>
<th>Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raj</td>
<td>80</td>
<td>83</td>
<td>75</td>
<td>38</td>
</tr>
<tr>
<td>Preet</td>
<td>60</td>
<td>60</td>
<td>98</td>
<td>92</td>
</tr>
</tbody>
</table>

Biotics Education
Now you can use all other features of table yourself.

<table>
<thead>
<tr>
<th>Student</th>
<th>Hindi</th>
<th>Accounts</th>
<th>Business Study</th>
<th>Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raj</td>
<td>80</td>
<td>8</td>
<td>75</td>
<td>38</td>
</tr>
<tr>
<td>Preet</td>
<td>60</td>
<td>60</td>
<td>98</td>
<td>92</td>
</tr>
</tbody>
</table>

- **Control + Tab:** To move the insertion point from one cell to the next.
- **Command Shift F:** For giving space in the cells
  (Please don’t compare with indesign table features)
- However you can link the cells but try to avoid it.
- You can also convert a table to a group of individual text boxes by choosing Item>Table>Convert To Group. Each cell in the table becomes a discrete text box.
- You can Import picture to any cell. Just select the cell (press shift and arrow to select) then go to “ITEM:-CONTENT and change with “picture”. Now its very easy to import a graphic in this
- Repeat Header will be highlighted only if you have chosen the option of “Table Break”.

### Table

- Insert
- Select
- Delete
- Cobine Cells
- Table Break
- Make Separate Tables
- Repeat As Header
- Repeat As Footer
- Convert Table
- Link Text Cells
- Maintain Geometry
View Menu gives you options for viewing documents with different percentages and working with rulers/guides.

You can view your document in different color mode.
Utilities

Check Spelling
- Auxiliary Dictionary...
- Edit Auxiliary...
- Insert Character...
- Suggested Hyphenation...
- Hyphenation Exceptions...
- Job Jackets Manager...
- Usage...
- XTensions Manager...
- Font Mapping...
- Component Status...
- PPD Manager...
- Profile Manager...
- Edit PPML Consumers...
- Guide Manager...
- Build Index...
- Jabber...
- Tracking Edit...
- Kerning Table Edit...
- Remove Manual Kerning...
- Line Check...
- Convert Old Underlines...

Check Spelling
- Word...
- Story...
- Layout...

Additional/Supplementary Dictionary: This could be provided by the client for any particular Project.

Usage for Layout 1
- Fonts
  - Name: Apple Gothic Medium "Plain"
  - Font Size: 10 pt
  - Font Style: Plain

There must not be any faux bold or italic in the document. (every font must be <plain>). Please check it from here.
**Window**

Window Menu gives you options for viewing documents, working with rulers, and opening and closing of palettes.

---

### Windows

- New Window
- Split Window
- Bring All to Front
- Tile
- Stack
- Tools
- Measurements
- Page Layout
- Style Sheets
- Colours
- Shared Content
- Trap Information
- Lists
- Profile Information
- Glyphs
- Hyperlinks
- Index
- Layers
- Picture Effects
- PSD Import
- Palette Sets

---

**Script**

This new advance menu gives you so many script to use.

---

### Help

- About Scripts menu
  - Box Tools
  - Grid
  - Images
  - Picture Box
  - Printing
  - Saving
  - Special
  - Stories
  - Tables
After reading this chapter, you will be able to understand about:

- Composition Tool
- Job Jacket
- Synchronizing Text and Objects
After reading this, you will be able to understand about:

- Creating Composition Zones
- Editing Composition Zones

*Draw an area on the page with a Composition Zone Tool (left), then work on that area in a different window, place it in a different layout, or even export it to another file so that another person can work on it (right)*
Creating Composition Zones

The Composition Zone™ feature lets multiple users collaborate on the same projects simultaneously. User can also share the Composition Zone and use them in multiple projects.

You can create Composition Zones using any of the following methods:

- Composition Zones tool
- Choosing a box or group of boxes
- Advanced Layout Properties

This step by step training concludes the demonstration on creating and sharing a Composition Zone layout.

STEP 1: Select the box or boxes to become a Composition Zones item.

STEP 2: Create the Composition Zones item by choosing

Item:- Composition Zone:- Create
STEP 3: To export the Composition Zones item as a Composition Zones layout, Choose **Item:** Share

To Share the Composition Zone layout with other projects, click the **Availability** drop-down menu and choose **All Projects:** Click **Make External** and then Name the Composition Zones layout: **Save:** **OK**

The Composition Zones layout is now available for others to edit.

**Editing Composition Zones**

- Alterations to a Composition Zones Layout
- The Composition Zones item updating in real-time in the original project.

Composition Zone™ have the same functionality as a standard layout.

STEP 1: **Open** the Composition Zones layout by choosing **File.** Once the Composition Zones layout is open, you can make any type of modification
- You can import text files/pictures and then can do the modification.
- Once you finish the layout for this composition zone **save it.**
- Composition Zone layout is now updated.

STEP 2: The original project updates will display depending on how the **Automatic Update** intervals are set.

STEP 3: For example, for this project, the **Automatic Update** interval is set to check for updates every 30 seconds.

STEP 4: The Composition Zone item has been automatically updated in the original project.

http://www.quark.com/service/desktop/training/training_videos.cfm?demo=compzones_creating.htm
A document budgeted at 100 pages is sent to output with a length of 112 pages, resulting in a higher cost than the customer was expecting. A layout uses colors or imported graphics that cannot be reproduced accurately on the target press, causing the job to be sent back for expensive rework. Incorrect color management settings lead to printed colors that don’t match the designer’s expectations, resulting in a customer who is unlikely to use the services of this particular designer and printer again.

“Preflighting” software helps designers and output providers to avoid some of the costly mistakes possible in the world of high-end printing. But these software run only after finalize the design.

The Quark® Job Jacket feature, available in QuarkXpress 7, takes a revolutionary step beyond preflighting: it helps to ensure that a print job adheres to its specifications from the moment it is created. A Job Jackets file is an XML file containing all of the rules and specifications necessary to describe a QuarkXpress project for final output.

Job Jacket offer you the ability to control the way a layout is constructed from the very beginning and to keep that layout on track all the way to the press – on a project, client or enterprise level. Whether you’re a designer or an output specialist, this means you can save time, avoid expensive errors, and move one step closer to a standard-based all-digital workflow.

**Create a New Project from a Job Ticket**

Differences between Job Jacket and preflighting software is the fact that Job Jacket can be created prior to job creation and then provided to the layout artist to guide the layout. So by using Job Jacket we can control the quality from the beginning of any project.

Choose

File: New: Project from Ticket

Select the Job Ticket to use. A new project has been created from the Job Ticket. All of the approved colors and Layout areas included in the new project.

http://www.quark.com/service/desktop/training/training_videos.cfm?vid=jj_newfromticket.htm&status=new

Biotics Education
**Linking an Open Project to a Job Ticket**

**STEP 1:** Open your Quark file.

![Choose File](image)

**STEP 2:** Link Project

File: Job Jacket: Link Project...

Select a Job Ticket to link to the current project

Click **Attach**, and then Click **OK**

The linked Job Ticket appends the colors assigned in the Job Ticket to the project.

**Import a Rule Set from the attached Job Ticket**

To attach the rules in the Job Ticket to the project, choose

File: Job Jacket: Modify Job Ticket...

Then Click to expand **Layout Properties**

Now select the rule(s) to include in the selected layout.

Click **OK**

The Rules are now attached to the active layout.

http://www.quark.com/service/desktop/training/training_videos.cfm?vid=jj_newfromticket.htm&status=new
Evaluate a project from an attached Job Ticket

STEP 1: Open your quark file.

So now Choose the failed case to view instruction on how to correct the error:

Instructions on how to fix the error display in the Instruction field.

SETP 2: Link Project

File:- Job Jacket:- Evaluate Layout....

Now Click the Show Case arrow to view the areas that need to be fixed.

Click on Evaluate

One characteristic of the layout does not follow the rules established in the Job Ticket.

(Color Check:- No Spot Color Background)

Now rectify the error (Change spot color in to a process color; make it process color)

The spot color is now converted to a process color.

Re-evaluate the layout

All of the rules for the attached Job Ticket have been followed. The layout passes the evaluation.
How to Create Rules (Job Ticket) for Job Jacket

Probably, most of layout users will be using Job Jackets they receive from their output provider, but I wanted to run through one area where you might want to edit your own Default Job Jacket. Then what!!!! How will you modify or add any rule to your job jacket???

Looking for a way to catch all cases where a bold text styling had been applied rather than using an actual bold font. In a sense, they wanted to add a feature to QuarkXPress to catch it. Your Default Job Jackets file can be edited to do that.

Here are the steps: It may look a bit intimidating, but it’s really just a dozen clicks or so and once you get the principle down, there’s a lot you can do with this technique.

Preparation: Find your QuarkXPress preferences folder (on a Mac it is in your User/Library/Preferences folder. Inside that folder is ‘DefaultJacket.xml’

Make a copy of that file and put it in a safe location somewhere, in case you ever want to go back to factory settings.

1: Open QuarkXPress 7. Go to Utilities, > Job Jackets Manager... [If you see a button that says ‘Advanced Settings’ click that button before you go any further to get to the Advanced Settings View]

2: Click the Open Jacket icon and open the ‘DefaultJacket.xml’ file that is in your Preferences folder

3 Click on the ‘Default Job Jacket’ folder icon and now we’ll create the Rules. Find ‘Rules’ in the Resources list on the top right of the dialog and then click the ‘New Item’ button below that list.

A ‘wizard’ will then open up. Type ‘False Italic & Bold’ in the Name field, choose ‘Text Characters’ as the subject of the Rule, check ‘Text Style’ then click Next. The next window says ‘Text Style is No Value’: Click on ‘No Value’ and change it to ‘Italic.’

Now to add bold: click the plus sign to the right of the rule you just made and create a similar rule for bold.

Click Next and you will get to the screen where you can write your own irritating error message [especially useful if you plan on sharing this rule] and choose the ‘Not Recommended’ or ‘Prohibited’ policy

Then hit Finish.

5 We only made one rule, but QuarkXPress 7 always puts rules in a Rule Set to keep things organized. Create a Rule Set much as you created a rule in the previous step. Name it ‘Font Rules’, click ‘Include All’ and then OK

6 Almost there! The final thing is to add a layout to your Default Ticket that holds these rules. Basically you are telling QuarkXPress what you want to be included in your default Layouts.

Expand the ‘Default Job Jacket’ folder icon over on the left. Select the ‘Default Job Ticket’ template. Go back to the Resources pane you were working in previously, find Layout and make a new one. Inside the layout you’ll see a ‘Rule Sets’ pop-up menu where you can add the ‘Font Rules’ set. Now you’re ready to hit ‘Save’

Okay, so you can test your default now by creating a new document, putting some false italic text in it and then going to File > Job Jackets > Evaluate layout. It’s going to display an alert, and you can use the Show Case Arrows to find exactly where the offending text is.

So in conclusion for using the Job Jacket from starting, the process will be:

1. Create Rules or or Create Project with predefined Job Ticket Rules
2. Link your Project with Job Ticket
3. Modify Job Ticket: Import the Rules from Job Ticket
4. Evaluate
With QuarkXpress 7, you can synchronize text, pictures, and formatting - even between different layouts in the same project file.

**STEP 1: Select a picture which to synchronize**

Now open Windows: Shared Content Palette;

Click the New button on the Shared Content palette;

Click OK

The Picture box - including its picture an attributes - is now a shared content item;
Synchronizing

Now display the layout in which to insert the shared picture box

Synchronize your text and graphics immediately throughout your entire project. Edit an image, correct a typo, change a font, or reshape a box in one layout and watch the changes update everywhere.

With shared content, edit your text or images once and watch them update everywhere.

**It's like the library.**

1. Create any type of box, line or etc.
2. Click “New” on Shared Content.
3. Automatically that item will add in Shared Content.
4. Now you can drag it anywhere within the document.
5. If you make any change anywhere in the share content item this will update everywhere even within the share content library too.