



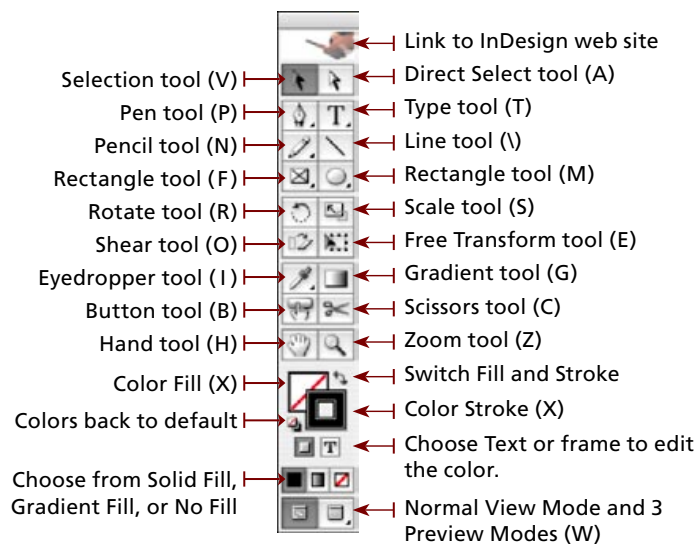
QuarkXPress to Adobe® InDesign®

The InDesign Workspace

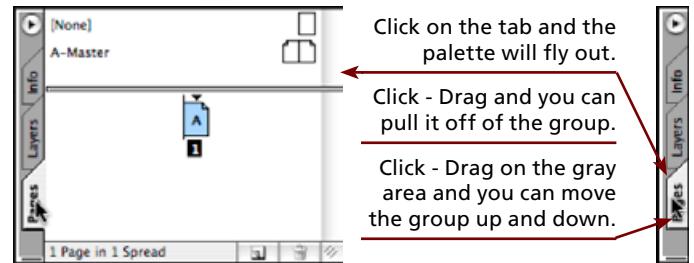


- A. **Menus:** Contains all tools.
- B. **Control Bar:** Attributes for a selected object.
- C. **Toolbox:** Tools for creation.
- D. **Page:** Pasteboard and live area.
- E. **Page info:** XML, zoom, and page locator.
- F. **Palettes:** Useful.
- G. **Click gray area to drag palette group up and down while docked.**
- H. **Click and drag bar to increase or decrease height of palette group**

The Toolbox

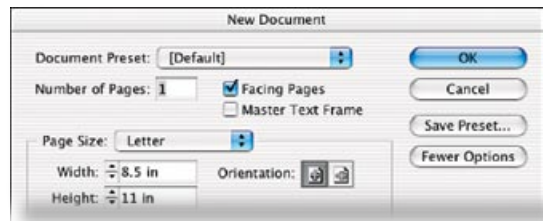


The Palettes



New Document

1. Go to **File > New > Document.**
2. Choose your settings.
3. Click on **More Options** to see **Bleed** and **Slug.**
4. **Save Preset** allows you to use this setting next time you come to this dialog (you will choose it under **Document Preset**).



Page Layout

To change size, orientation, bleeds, or whether a document is facing pages, go to:

File > Document Setup.

To create a grid of guides for use with something like a series of pictures that need to be evenly spaced go to:

Layout > Create Guides.

To change the margin guides or how many column guides are on the page go to:

Layout > Margins and Columns

To change the resolution of viewable images to High Quality (full res.), Typical display (72dpi), or Optimized display (grey boxes) go to:

View > Display Performance (all images) or

Object > Display Performance (for a single image)

Opening QuarkXPress Files

InDesign can convert document and template files from QuarkXPress 3.3 or 4.1x. InDesign can also convert document and template files from QuarkXPress Passport 4.1x files, so you don't have to save Passport files as single-language files first. To open a QuarkXPress file, choose **File > Open** within InDesign CS. If your QuarkXPress file is newer than 4.1x, you need to save backward-compatible documents. That can be quite a chore if you have QuarkXPress 6.x because you have to save back to 4.1x in two stages (from 6.x to 5.x, then from 5.x to 4.1x). When you open a QuarkXPress file, InDesign converts the original file information to native InDesign information.

Here are some things to look out for when converting Quark to InDesign files:

- To accurately convert text wrapping (known as runaround in QuarkXPress) applied in QuarkXPress, choose **Edit > Preferences > Composition > Text Wrap Only Affects Objects Beneath** (Windows) or **InDesign > Preferences > Composition > Text Wrap Only Affects Objects Beneath** (Mac).
- QuarkXPress color profiles are not recognized by InDesign CS.
- Text and graphics links from QuarkXPress are preserved and appear in the Links palette.

Note: *Embedded graphics — those added to the original document using the Paste command — are not converted.*

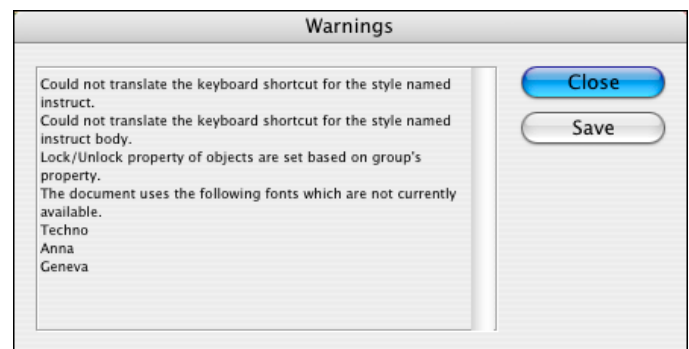
- InDesign doesn't support OLE or Quark Xtensions. If you used them and then attempt to convert the file, either the picture won't show up or the file won't convert.
- QuarkXPress 3.3 HSB colors are converted to RGB, and colors from the color library are converted based on their CMYK values.
- QuarkXPress 4.1 HSB and LAB colors are converted to RGB, and colors from the color library are converted based on their RGB/CMYK values.

Go to the Adobe Web site at <http://www.adobe.com/support/techdocs/329065.html>.

Opening a Quark Document

Before opening a QuarkXPress document in InDesign CS, Adobe recommends saving the file and all the links in the same folder. You should also make sure all the links in the QuarkXPress file are updated. Once those things are done, following these steps:

1. Close the QuarkXPress document if it's open in Quark.
2. In InDesign, choose **File > Open**.
3. In the **Open a File** dialog box, choose a QuarkXPress file and click **Open** (on the Windows platform if the file doesn't appear, choose QuarkXPress [3.3-4.1x] from the **Files of Type** pop-up menu).



4. A dialog box usually appears to warn you about some problem. If you click **Close**, the dialog box disappears and you are faced with the newly converted file. If you click **Save**, InDesign saves the warning message into a text file. This isn't usually necessary, but you might want to refer back to the initial warning sometime to see what needs to be fixed. Some of the more common error messages you are likely to see are that the document is missing fonts (they are not installed on your machine), image links are broken, and certain types of grouped or locked objects are not recognized by InDesign.

Translating Terminology

There is a fair amount of new terminology in InDesign compared with QuarkXPress. The table at right translates QuarkXPress terminology into InDesign CS. Discovering these differences (and similarities) is critical to understanding how InDesign thinks and acts.

Workspace

Palettes in general are similar between QuarkXPress and InDesign CS in form and function. For instance, the **Pages** palette in InDesign CS is comparable in function to the **Page Layout** palette in QuarkXPress, the **Swatches** palette in InDesign CS works similarly to the **Color** palette in QuarkXPress, and so on.

InDesign CS actually has many more palettes than QuarkXPress, so it's important to find those you know. Once you get into the program, you may find that you will be accessing more palettes in InDesign CS than you did in QuarkXPress. *This is a good thing — an indication that you are tapping into InDesign's incredible potential.*

QuarkXPress Term	InDesign CS2 Term
Project/layout	Document
Item	Object
Box	Frame
Item tool	Selection tool
Content tool	Direct Selection and Type tools
Get Picture/Get Text	Place
Frame	Stroke
Style sheets	Styles
Runaround	Text wrap
Background color	Fill
Collect for output	Package
Picture usage	Links
Tools palette	Toolbox
Lists	Table of contents
Space/align	Align
Normal style sheet	Default text attributes
XTensions	Plug-ins

InDesign Preferences

Before you begin working full steam in InDesign CS, there are a few preference settings you will need to be aware of as a QuarkXPress user. First, open the preferences in InDesign under Edit > Preferences > General (Windows) and InDesign > Preferences > General (Mac). Here is a listing of preferences you may want to look at and why they are important.

Preference	Reason
Type > Apply Leading to Entire Paragraphs	With QuarkXPress, leading is applied as a paragraph format (it affects an entire paragraph). But InDesign, by default, treats leading as a character format (it only affects lines in the paragraph or more you have selected). Turn this preference on if you would like it to more closely mirror QuarkXPress.
Composition > Text Wrap > Text Wrap Only Affects Text Beneath.	In QuarkXPress, runaround on images only affects the text if the picture is above the text. In InDesign, it doesn't matter whether the image is underneath the text or not. Turn this on to more closely mirror QuarkXPress.
Guides & Pasteboard > Color	Change the colors of your margin guides and guides to more closely match those in QuarkXPress.

Shortcut	Windows	Mac		
Text	Bold Text	Shift+Control+B	Shift+Command+B	
	Normal Text Style	Shift+Control+Y	Shift+Command+Y	
	Show Guides	Control+;	Command+;	
	Align text - left, right, or center	Shift+Control+L, R, or C	Shift+Command+L, R, or C	
	Increase or decrease point size	Shift+Control+> or <	Shift+Command+> or <	
	Increase/ decrease point size x 5	Shift+Control+Alt+> or <	Shift+Command+ Option+> or <	
	Increase or decrease leading	Alt+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)	Option+Up Arrow/Down Arrow key (horizontal text) or Right Arrow/Left Arrow key (vertical text)	
	Decrease leading	Text-Alt+Up Arrow	Text-Opt+Up Arrow	
	Increase or decrease kerning and tracking	Alt+Left Arrow/Right Arrow key (horizontal text) or Up Arrow/Down Arrow key (vertical text)	Option+Left Arrow/Right Arrow key (horizontal text) or Up Arrow/Down Arrow key (vertical text)	
	Increase kerning between words	Alt+Control+\	Option+Command+\	
	Decrease kerning between words	Alt+Control+Backspace	Option+Command+Delete	
	Automatically flow story	Shift-click loaded text icon	Shift-click loaded text icon	
	Semi-automatically flow story	Alt-click loaded text icon	Option-click loaded text icon	
	Duplicate selection	Selection, Direct Selection, or Group Selection tool+Alt-drag*	Selection, Direct Selection, or Group Selection tool+ Option-drag*	
	Images	Undo	Control+Z	Command+Z
		Redo	Shift+Control+Z	Shift+Command+Z
Place Image or text		Control+D	Command+D	
Toggle all palettes except toolbox		Shift+Tab	Shift+Tab	
Toggle all palettes		Tab key	Tab key	
Nudge object left 1/10		Shift+Control+Left Arrow	Shift+Command+Left Arrow	
Ungroup		Shift+Control+G	Shift+Command+G	
Arrange: Bring Forward		Control+]	Command+]	
Arrange: Send to Back		Shift+Control+[Shift+Command+[
Fitting: Center Content		Shift+Control+E	Shift+Command+E	
Fitting: Fit Frame to Content		Opt+Control+C	Opt+Command+C	
Lock Position	Control+L	Command+L		
Unlock Position	Opt+Control+L	Opt+Command+L		
High Quality Display	Opt+Control+H	Opt+Command+H		
Clear Local Display Settings	Shift+Control+F2	Shift+Command+F2		