Pictures (photographs and illustrations) can be imported only into an active picture box.

Select the “picture box” then go to the “File” menu to the “Get Picture” selection. This will bring up the “Get Picture” dialog box. Locate the picture you want to import, select it, then double-click or click “Open”.

If the “Preview” box is checked, a small image of the select picture will be shown.

If you import a picture into a picture box that already has a picture in it, the new picture will replace the old one.

For high resolution print production only import “TIF” files (photographs) or “EPS” files (illustrations).

Imported pictures look very rough when imported, because Quark displays a low resolution version of your picture in the document, but the high resolution picture will print.
Select the picture to be changed, go to the “Item” menu to the “Modify” selection, which brings up the “Modify” dialog box. If the “Picture” tab window is not showing, click on the “Picture” tab.
Editing the Shape of Boxes

You can change a box (picture or text) from one shape to another after it has been created.

Select the box to be changed, go to the “Item” menu to the “Shape” selection and choose the new shape.
Editing the Box Type

You can change a box (picture or text) from one kind of to another. (from a text to a picture or a picture to a text).

Select the box to be changed, go to the “Item” menu to the “Content” selection and choose the new type.

If a box contains a picture or text and you change the type, it’s content is deleted.
There are two common color (ink) types for printing: Spot color or Pantone colors (PMS colors) and 4 Color Process (using a combination of Cyan, Magenta, Yellow and Black-CMYK).

Do not ever use the “Blue”, “Green” or “Red” in Quarks default color list. These are not for professional printing. They should be deleted for the list.

To add colors (inks) to the color selection list; “Edit” menu to the “Colors...” selection, which bring up the “Colors” dialog box.
Adding Color Continued

To add a Pantone color, click and hold on “Model:” select the type of color you want, such as “PANTONE Uncoated”
When you select the model a ink or color selection window opens. Here you can type in the Pantone number if you know it or you can scroll through the colors. When you select a color the name appears in the “Name:” field.

When using Pantone colors make sure the “Spot Color” box is checked.
You must click “OK” after every color selection. You cannot select several colors at a time.

After selecting your color and click “OK” you return to the “Color” dialog box, which now shows the new colors you selected. In this example it also shows you that the “Blue”, “Green” and “Red” colors have been deleted.
To add color to a box; select the box, go to “Item” menu to the “Modify” selection, which will bring up the “Modify” Box tab. Click on the “Color:” field in the “Box” area and select the color you want the selected box to be filled with.
Applying Color to Text

To add color to text select the text by highlighting it, go to “Style” menu to the “Color” selection, and select the color you want the selected text to be.
Shading of a Color in a Box

To shade a color in a box; select the box, go to “Item” menu to the “Modify” selection, which will bring up the “Modify” Box tab. Click on the “Shade:” field in the “Box” area and select the shade you want the selected box to be filled with.
Shading a Color on Text

To shade a color on text select the text by highlighting it, go to “Style” menu to the “Shade” selection and select the shade you want the selected text to be.