Editing Text

Many word processing capabilities are built into QuarkXPress, allowing you to edit text in your document.

Getting Around in the Text Box with the Pointer.
Position the I-beam pointer where you want to insert text or begin your highlight, then click. The blinking Text Insertion bar starts blinking at that point, indicating where the text you enter or import will be placed. Or you can position the Text Insertion bar using keyboard commands.

Getting Around in the Text Box with Keyboard Commands.
• Use the horizontal arrows ←, → to move forward or backward in a line one character at a time.
• Use the vertical arrows ↑, ↓ to move up or down one line at a time.
• Move to the beginning of the previous word: command ←
• Move to the beginning of the next word: command →
• Move to the beginning of the current paragraph: command ↑
• Move to the beginning of the next paragraph: command ↓
• Move to the beginning of the current line: command option ←
• Move to the end of the current line: command option →
• Move to the beginning of the story: command option ↑
• Move to the end of the story: command option ↓
**Highlighting Text with the Pointer.**

- Click and Drag the mouse over the text to highlight

- Use mouse clicks to highlight text:
  - Double-click highlights a word.
  - Triple-click highlights a line.
  - Four clicks highlights an entire paragraph.
  - Five clicks highlights the entire story.

**Highlighting Text with Keyboard Commands.**

- Select All: command a

- Highlight previous character: shift

- Highlight next character: shift

- Highlight previous line: shift

- Highlight next line: shift

- Highlight previous word: shift command

- Highlight next word: shift command

- Highlight to beginning of paragraph: shift command

- Highlight to end of paragraph: shift command

- Highlight to beginning of line: shift command option

- Highlight to end of line: shift command option

- Highlight to beginning of story: shift command option

- Highlight to end of story: shift command option
Editing Text Continued

Drag and Drop Text

You can make editing changes using the Drag and Drop Text feature if you have the Drag and Drop Text field checked in the Application Preferences.
Editing Text Continued

Drag and Drop Text Continued

Making a good living will not help you unless you live a wellness lifestyle that will allow you to enjoy what you have. Lifestyle is the most important factor affecting our personal well-being. Most people don’t know how to reach this objective.

Even some people live long because of favorable genetic factors, the quality of life during middle age and the “golden years” is related more often to wise

To drag and drop text from one place to another:
• Highlight the text you want to move.
• Click and hold somewhere in the highlighted text, drag the pointer to a new location and release the mouse.

To copy text from one place to another using drag and drop:
• Highlight the text you want to move.
• Shift-Click and hold somewhere in the highlighted text, drag the pointer to a new location and release the mouse. (The text will be in both locations.)
Check Spelling

QuarkXPress has a Check Spelling feature for checking the accuracy of the spelling of words in your text. For the feature to work the XPress Dictionary file must be in your QuarkXPress folder when you launch Quark.

The Check Spelling function compares suspect words to those in the 120,000 XPress Dictionary file. You can also add words to an Auxiliary Dictionary.

You can check the spelling of a Word..., Story... or Document..., by going under the Utilities Menu to the Check Spelling... selection.
Check Spelling a Word

To spell check a word:
• Highlight the word you want to check.
• Go the the Check Spelling..., Word... selection under the Utilities Menu.
• A dialog box will display a list of alternative spellings. Select the word you want to use and click Replace.
Editing Text Continued

Check Spelling a Story

Select Story... to check the spelling of words in the active text box and any text boxes linked to it.

When you select Story... a Word Count dialog box is displayed. This box tells you the Total: number of words in the document. The number of Unique: (different) words that are in the story. And the number of Suspect: words that Quark can’t find in the XPress Dictionary or an open Auxiliary dictionary.

When you click OK at the Word Count box a Check Story Dialog box is displayed. This box tells you the first word that it finds and shows you that word in the Suspect Word: area. Under Suspect Word: it tells you how many time it shows up in the story in the Instances: area.

At this point you click Lookup to have Quark look in the Dictionary for alternative spellings. If it does not find a match it will display the message No similar words found. Here you can Skip the word, Add the word to the dictionary or type in a replacement in the Replace with: field.
Check Spelling a Story Continued

Here the Suspect Word: is “nad”. The word should be “and”. When the Lookup button is clicked a list of alternative words is shown, “and” does not show up, so in the Replace with: field the word “and” has been typed in.

Here the Suspect Word: is “reserach”. The word should be “research”. After the Lookup button is clicked and an alternative shows up in the list window, click on the word you want to use to highlight it (in the example “research”), the word shows up in the Replace with: field. If you want to use this word click the Replace button.
Check Spelling a Document

Select Document... to check the spelling of words in the entire document—whether or not the text boxes are linked..

When you select Document... a Word Count dialog box is displayed. This box tells you the Total: number of words in the document. The number of Unique: (different) words that are in the document. And the number of Suspect: words that Quark can’t find in the XPress Dictionary or an open Auxiliary dictionary.

When you click OK at the Word Count box a Check Document Dialog box is displayed. This box tells you the first word that it finds and shows you that word in the Suspect Word: area. Under Suspect Word: it tells you how many time it shows up in the document in the Instances: area.

At this point you click Lookup to have Quark look in the Dictionary for alternative spellings. Here the Suspect Word: is “motivation”. The word should be “motivation”. After the Lookup button is clicked and an alternative shows up in the list window, click on the word you want to use to highlight it (in the example “motivation”), the word shows up in the Replace with: field. If you want to use this word click the Replace button.
Auxiliary Dictionary

An auxiliary dictionary is a dictionary you create to contain words you encounter frequently in your work that are not contained in the XPress Dictionary. It is a file that you save on your hard drive and open before checking the spelling of a document.

To create an auxiliary dictionary go to the Utilities Menu and select Auxiliary Dictionary...

When Auxiliary Dictionary... is selected an Auxiliary Dictionary dialog box is displayed. Here you select New to create a custom dictionary. Select the folder you want to save the new dictionary into. I save my Auxiliary Dictionary in the Quark folder with the XPress Dictionary. (In this example we are going to save it into today’s folder)
Editing Text Continued

Auxiliary Dictionary Continued

When New is selected you give the new dictionary a name in the New Auxiliary Dictionary: field, making sure you have the correct folder selected that you want to save the new dictionary into. Again I save my Auxiliary Dictionary in the Quark folder with the XPress Dictionary. (In this example we are going to save it into today’s folder)

In the folder that you selected on your hard drive, a file will show up with the dictionary icon and the name you have given it.
After you have created the new dictionary file you can then Edit it. Go under the Utilities Menu and select Edit Auxiliary...

If this is the first time you have Edited the Dictionary it will show No words, in the word list area. Type in the word that you want to add to the dictionary in the field under the list window and click the Add button.

As you Add words they will show in the list window. You can only use lower case letters when entering a new word.

When you have added all the words you need click the Save button.
H&J (Hyphenation and Justification)

H&J controls automatically where words hyphenate at the end of lines, how the spacing between words behaves within a line and the minimum and maximum spacing changes between letters.

You can change the default Quark settings for H&J under the Edit Menu with the H&J selection.

When selecting the H&J..., a Default H&J dialog box is displayed. If no New H&J versions have been created, the only selection in the list window will be Standard which is Quarks default H&J file.

To change the default settings highlight Standard and click the Edit button.
Hyphenation is the dividing of a word at the end of a line of text. It is used to break a word that won’t fit on one line, even out spacing between words in a justified line of text and avoid large gaps or make the ragged edges of flush left or flush right less ragged.

Justification forces the text to extend from the left edge of a text box to the right edge, making all edges align. Lines are justified by adding or subtracting space between the words or characters.

The setting for both Hyphenation and Justification can be changed. Hyphenation can be turned completely off, so no text will be hyphenated. Most often you will want to use the default settings for Justification. And you can create a new H&J file that can be used.

Hyphenation and Justification are both paragraph specific, so a different H&J’s can be used in the same document and for different paragraphs.
In the example a new H&J has been created. The new name is Hyphenation Off and the settings have been so the Auto Hyphenation has been turned off. When this H&J is used there will be no hyphenations in the document or paragraphs that it is used on.
Editing Text Continued

H&J (Hyphenation and Justification) Continued

To use a special H&J, either select all text or click in a paragraph you want to be effected, go to the Style Menu and select Formats..., which will bring up the Paragraph Attributes dialog box.
At the bottom of the Formats tab window click and hold the H&J: selection, this will show you a list of H&J’s, select the one you want to use.
When the Text Insertion bar is blinking between two letters, Quarks knows that Kerning is to take place and the Kern... selection is active under the Style Menu.

This selection will bring up the Character Attributes dialog box with the Kern Amount: field active. Type in a numerical value for the amount to add or subtract.
When there are characters highlighted, Quarks knows that Tracking is to take place and the Track... selection is active under the Style Menu.

This selection will bring up the Character Attributes dialog box with the Track Amount: field active. Type in a numerical value for the amount to add or subtract.
Quark lets you search for and replace characters and character attributes in a story or an entire document using the Find/change palette under the Edit Menu.
The Find/Change palette contains options for finding and changing text (a string of up to 80 characters, including spaces), fonts, point size, type style attributes and style sheets.

In the above example the Find What field has two spaces in it and the Change To field has one space in it. When Find Next is selected Quark will find the next set of two spaces, then you have the options of Changing, then Find, Change or Change All of them to one space. When Change All was selected Quark let you know that 87 instances of the two space to one space was changed.
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Another utility is available in Quark to search for and replace typefaces in a document — the Font Usage utility. With this feature, you can verify the fonts you’ve used in the text of your document, including any type style attributes you applied. You can also search for and replace fonts.

To bring up the Usage dialog box go under the Utilities Menu to the Usage... selection.

Below shows the Usage dialog box with a font selected and ready to be Replaced.
Editing Text Continued

Font Usage Continued

With a Font highlight click the Replace button to get the Replace Font dialog box. Select the font from the Pop-up list that you want to replace the selected font with. When “OK” is clicked a warning box is displayed that all occurrences of the font will be replaced.
You can use the Usage feature to change fonts with a style attribute to the actual font very quickly.

Highlight the font to be changed, when a style has been added to a font the style is in <<   >> after the font name. In this example B Times Bold <<Italic>>. Click the Replace button to bring up the Replace Fonts box, select the actual font from the list and take the style off by clicking the “P” in the style boxes, then click “OK”.