

LAYOUT

Training and Procedure Manual

Quark 4.0

These Seminar pages are more for reference and "How to" perform functions. They correspond to exercises but is NOT set-up the same as Seminar I where they read and then do.

A Trainer should go over each exercise, not necessarily doing the entire exercise, but demonstrating the main points of each.

Trainer's Copy

Macmillan Production Trainer's Manual
Written, Designed,
and Layed out by
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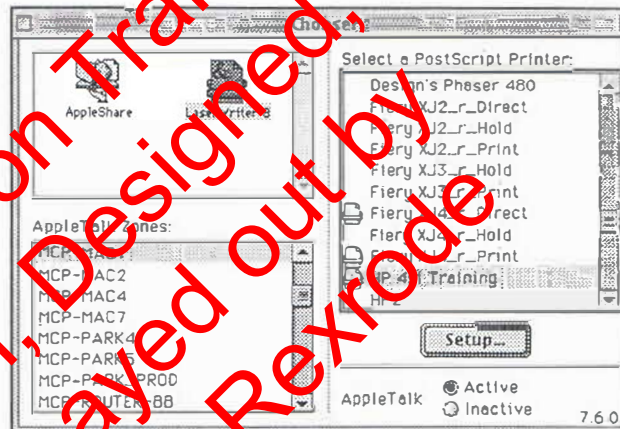
How To Access the Printers

Selecting Correct Printer and Printer Descriptions

1. In the Chooser menu box, click on the LaserWriter 8.0 (or greater) icon.
2. A variety of choices show up under the "Select a PostScript Printer" menu. Make your printer name selection. Then, just close the Window (⌘ + W).

Most Commonly Used Printers

5Sigr-NT
5Sigr2-NT
5Simr-NT
5SiQue2NT
5SiQuent
5SiSwG2NT
5SiSwGNT
HP4si Training
Fiery XJ4_r_Print

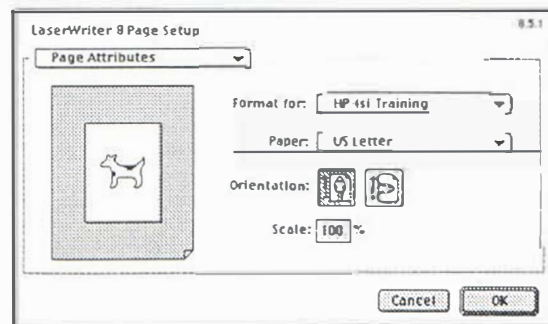
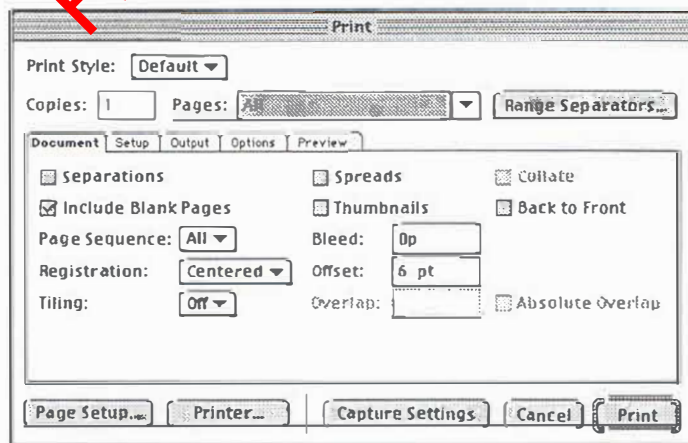


How to Set up the Print Dialog Box

To prepare Quark documents for printing, select Print from the File menu or use ⌘ + P. This accesses the Print dialog box that provides several tabs that will access different print definition dialog boxes to prepare the file for printing.

Document Tab

1. File, Print or (⌘ + P).
2. Select "Include Blank Pages".
3. Make sure "Registration" is selected as "Centered".
4. Select the "Page Setup" button at the bottom left of dialog box.
 - Make sure paper size is US Letter.
 - Make sure scale is at "100%".
 - Select "OK".



5. Select the correct Printer Description using the provided table. The correct Printer Description (or Driver) will ensure the document prints properly.

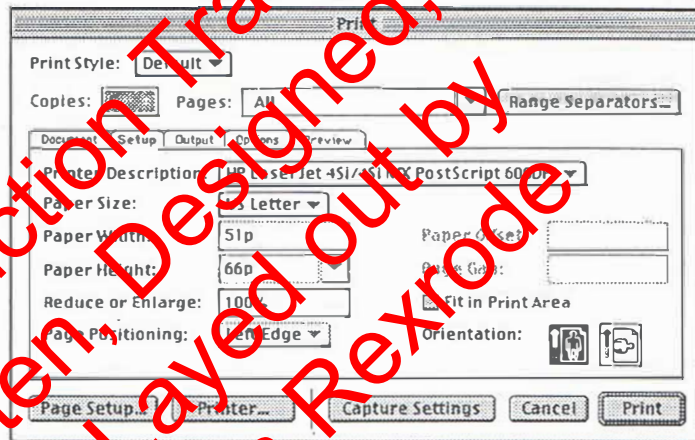
Printers	Correct Printer Description
4si printers	HP LaserJet 4Si v2011.110 (Training Room)
5si printers	HP LaserJet 5si (Production Floors)
Fiery XJ#_r_Print	Fiery or Color General (Color Copies)

Setup Tab

Select correct Printer Description using the provided table above.

Output, Options, and Preview Tabs

These tabs are not really needed at this time.



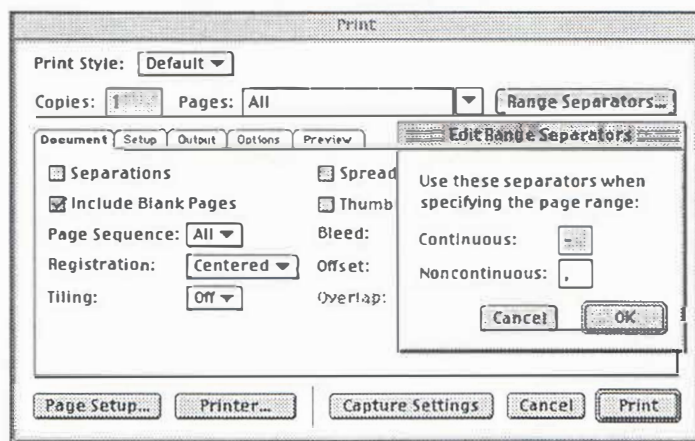
How to Print Specific Pages or Ranges

Printing Single Page

1. Enter in only that page number (ie. 23) in the Pages dialog box.

Printing Consecutive Pages

1. Select the Range Separations to select the code you want to use (usually a "-" is used).
2. Enter in the page range to print (ie. 23-27) in the Pages dialog box.



Printing Non-Consecutive Pages

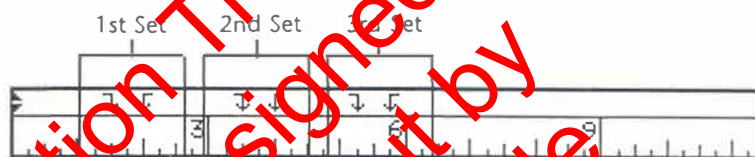
1. Select the "Range Separations" to select the code you want to use (usually a "," is used).
2. Enter in the pages to print (ie. 23, 25, 28) in the "Pages" dialog box.

How Bulleted/Numbered Lists use the Standard Tab Setup

Standard bulleted and numbered lists are set up the following way. Usually there is an odd number of tabs before the number or bullet and then a tab after. **The styles have been built in with tab stops so layout does not have to set tab stops.**

When there are lists within lists extra tabs need to be inserted and then reset the "Indent Here" marker for the text that is now indented.

→ = physically hitting the tab key
| = Indent Here marker



List within List

1. Turn on Invisibles
 2. Put cursor before the first tab
 3. Hit the Tab key twice (so that there are a total of three tabs before the number or bullet).
 4. Make sure there is just one tab after the number or bullet.
 5. Put cursor just before the first letter in the text
 6. → + →
- The first goes with the first tab stops that are already set.
- This is a list indented within a list.
- This is a list indented within a list within a list.

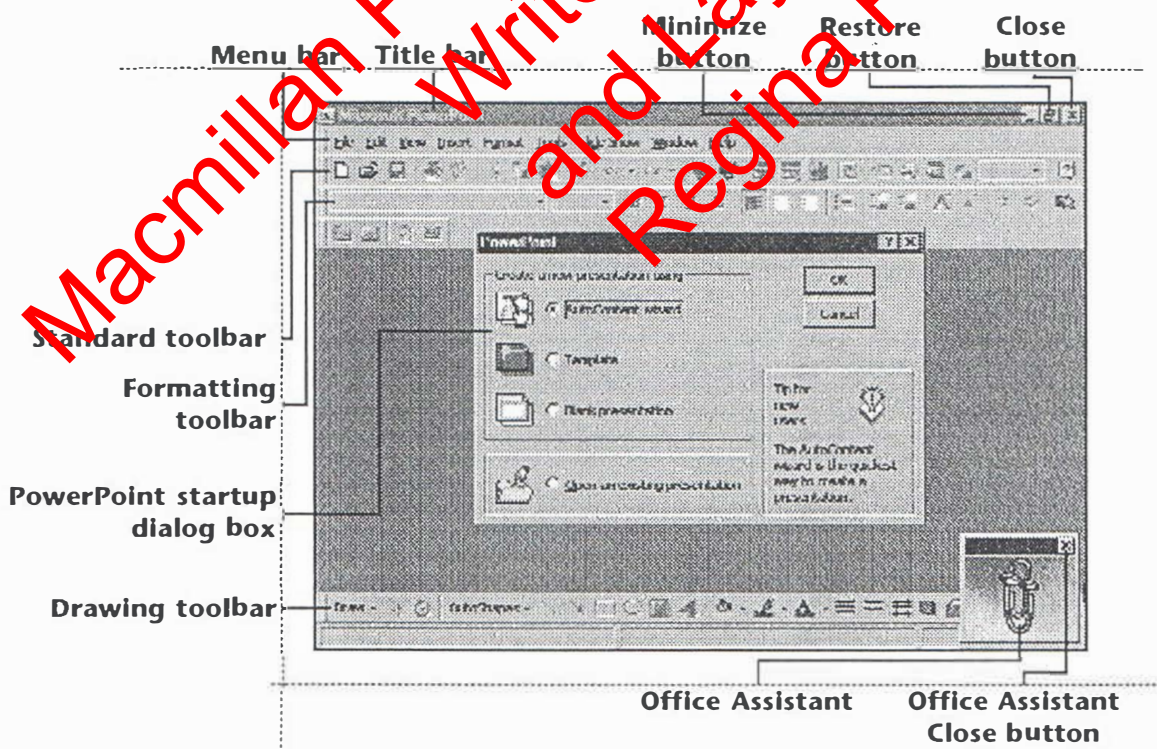
Alternative Method for Mitering Callout Rules

1. Draw the first line
2. Draw the second line trying to align corners as best as possible.
3. Blow up to 800%
4. Select one line
5. Hold down Shift key and move the line to overlap the first line
6. When you have a true overlap, you will see a "white" square. This is where the two lines are overlapping.

Examples of a Figure with Bunch of Callouts

Notice how smaller lines were drawn to make one larger "callout rule" going to the callout name. All rules ended at the 100 border.

----- Represents the 100 guideline drawn away from figure.



How to Layout in Quark Checklist

PROCEDURE	✓	Notes
NEVER START A BOOK WITHOUT a LOOKING OVER EVERYTHING (MAP LOG for GR. — go get it)		
1. Get Repro (hardcopy) of chapter from bin as well as a Sample		
2. If a Library is used...copy it to your hard drive into the backup folder. Remember to open Library from your HARD DRIVE.		
3. Print out any e-mails, ATTN!'s or notes.		
4. Run Macro for Series Books that use Macros (skip if not working on this type of book) <ul style="list-style-type: none"> - Open MSWord document from "T" folder - Make sure cursor is at the very top of the document - Follow Macro instructions - Save As "CH xx.doc" format for Word6/95 into the "T" folder 		do all books have this yet, so it may be skipped.
5. Open Quark template <ul style="list-style-type: none"> - Make sure it is the correct template (Recto or Verso if a Flip/Flop book) - Select "Keep Document Settings" 		
6. Do a "Save as" to the IP folder. (ISBN CH01, ISBN CH02, etc).		
7. If folioing as you are laying out book.(Flip/Flop) <ul style="list-style-type: none"> - Double click on first page of document - Select Page, Section - Enter page new number the chapter will begin on 		do ahead and show them where to do this if they were going to folio
8. Make sure A-Master-A pages are linked. Design doesn't always do this. <ul style="list-style-type: none"> - Link Verso Link Icon to Verso Text Box - Link Recto Link Icon to Recto Text Box 		
9. Add second page (if needed) to flow text in <ul style="list-style-type: none"> - Drag A-Master-A to correct position on Document Layout Palette 		
10. Link text box from first page to text box on second page		
11. Import Text. <ul style="list-style-type: none"> - Delete dummy text - Import text (the file that has had the MACROs ran- if applicable) - Make sure "convert quotes" and "include style sheets" are checked. - Check "Apply to all Duplicates" when style sheet message appears. - Also, select "Use Existing Styles" - Select "Continue" if missing fonts message appears. 		
12-. Update Running Heads and Thumbtabs <ul style="list-style-type: none"> - Double click on the A-Master-A (or other master page) - Change Chapter #, Title, Part #, Title, Thumbtab position 		
13. Update Chapter Opener Page <ul style="list-style-type: none"> - Art if needed - Chapter # - Copy and Paste Chapter Title - Restyle any unusual styles on opener <ul style="list-style-type: none"> - BL's are sometimes BL opener or something like that. 		

PROCEDURE	✓	Notes
14. Hide Index Codes - View, Hide Index Codes		
15. Reapply all Table Styles - Manually replace any itmes that may have gotten stripped out.		
16. Search for MONO (if necessary-MCP) - Bold + Italic + Underline = MCPdigital BI, plain + size per sample - Bold + Underline = MCPdigital B, plain + size per sample - Italic + Underline = MCPdigital I, plain + size per sample - Underline = MCPdigital, plain + size per sample		
17. Find and Change bracketed items. BRACKETED ITEMS - Always start with Option + Find First and have "Document" selected - The Macro may have already taken care of most of these. Only do the ones that remain in the PD search and replace section at the top of the document. [sr]\p \n (soft returns) [md] Option + Shift + - [nd] Option + - [em] Option + spacebar + spacebar [lb] per sample [dg] Option + Shift + 8 [ce] Option + 4 [el] Option + ; [ms] Option + - [cd] Option G (\?) nothing in the Change box—gets rid of Head level indicators (Sometimes, however, the head level (a), (b), etc. doesn't match the style that appears in the style palette. If there is a discrepancy, style it to match what is indicated on hard copy.)		
18. Find and Change for In-Line Graphics/Icons [code] Any icon to be placed in-line • Resize document view to smaller size on screen • Drag the icon from library onto pasteboard • Copy it • ⌘ + F and move the dialog box to the bottom of screen • Find First in Find dialog box • Click on top of document once the first code is found • ⌘ + V to paste • Click on the white space in find dialog box next to the Find Next button • Click on Find Next • Repeat steps above until all have been found. [1/2] Fractions • Repeat steps above • Look for [1/2] first. There may be other fractions so additional searches will have to be done and manually change the numbers.		

Cut and Paste Text

By cutting the text from the text box that is on the pasteboard and highlighting the "dummy text" you are keeping the FM in the correct order as it appears in the Sample.

1. Replace Title
2. Replace Copy Right info
3. Insert correct names under the Credits section.
4. If the Word file contained a Contents at a Glance section, repply styles if needed (if applicable)
5. Keep Dummy TOC info for now.
5. Replace Dedication, About the Author, etc text
6. Make sure you have replaced all the dummy text and there isn't anything in the text box on the pasteboard
7. Delete that text box
8. Update Running Heads
9. Make sure it ends on the correct page (Recto/Verso)
8. Save the File as ISBN FM

The Table of Contents

It is suggested that the TOC be placed into separate text boxes not linked with the rest of the FM text. This is to help out the HTML Sample Chapter techs because they have to isolate the TOC on their end anyway.

Sometimes Designers have already set it up this way. Other times you will have to readjust the links.

Also, additional pages will have to be added to accommodate for long Table of Contents.

When you are ready to insert the real TOC, follow the Book Compiling TOC steps.

