

Creating an Exposé Master Document

To make a catalog of artwork with **Exposé**, start by creating a new document. Select **New...** from the **File** menu or press command-N. Specify document size, margin guides, and column guides as desired, but do not select the **Facing Pages** check box. Exposé does not support the facing pages feature when creating a catalog.

Go to the master page of the new document. On the master page, create one picture box and one text box. Group together the two boxes together. With this group selected, choose **Identify Exposé Group** from the **Utilities** menu. An Exposé group must consist of one text box and one picture box. When **Exposé** processes, the grouped picture box will display a graphic, while the text box will hold specified information about the accompanying graphic.

Master Page with a single group

Once the Exposé group has been identified, the group can be copied as many times as desired, and the groups may be placed on the master page to build the catalog. Other objects may be added to the master page, as well, such as headings, dividing lines, or even a company logo.

A sample catalog master page

Creating an Exposé Catalog

With an Exposé Master Document open and active on the screen, choose [Exposé...](#) from the [Utilities](#) menu. The Exposé preferences dialog appears.

The Exposé preferences dialog

The preferences dialog allows the user greater control over how [Exposé](#) builds the catalog. There are two sections of preferences: Text Options and Import Options.

[Text Options](#) select what information about the cataloged graphics should be included in the catalog. Five editable fields hold the text that should precede each fact about the graphic. The Text Options include:

[Name Options](#) — Two radio buttons choose either the graphic's file name or the full path name.

[Modify Date](#) — If this check box is selected, the catalog includes the date the graphic was last modified.

[Size](#) — This check box includes the file size of the graphic in the catalog. The accompanying popup menu chooses how the size value should be expressed. None expresses the value in bytes but only reports a numeric value. Bytes expresses the value in bytes, KBytes expresses it in kilobytes, and MBytes expresses the file size in megabytes.

Type — If this check box is checked, the catalog includes the file type. Graphic types include Paint, Pict, TIFF, RIFF, EPSF, and Scitex CT.

EPS Fonts — Checking this check box lists any fonts imbedded in EPS graphic files included in the catalog.

Import options are used to choose how **Exposé** imports graphics for the catalog. The Import Options include:

Scale Graphic to Box — If this check box is checked, graphics will be sized proportionally to fit in the picture boxes in the catalog.

Exclude Sub Folders — Checking this check box tells **Exposé** to look only in the folder or drive designated for graphics, not any enclosed folders.

No DCS Separations — If this check box is selected, graphics which have already been separated into DCS separations appear only once as a composite image instead of having each color plate appear separately.

Once the preferences are set as desired, click the **OK** button. A file dialog appears where you can select the folder or drive which contains the graphics which are to be included in the catalog. With the folder or drive selected, click on the **Use Folder** button to start the Exposé process.

Exposé scans the indicated folder or drive, as well as any subfolders (if indicated in the preferences) and builds the catalog based on the master page. The result is a QuarkXPress document which can be saved, printed, or altered to suit the user's needs.

A completed catalog entry

A completed catalog page