

# THE KITCHEN SINK



*An XTension®  
To QuarkXPress®  
For Macintosh®*

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## What is KitchenSink?

KitchenSink is an XTension providing a number of features that make QuarkXPress easier to use. Foremost of these is Command Pad, a floating palette allowing one-click access to almost all of the QuarkXPress dialog boxes and palettes. In addition, KitchenSink includes:

- Co-Pilot, a palette that provides one-click scrolling to any point in the current spread
- a nudge palette for quick, accurate movement of items
- a text scale/shift palette
- intelligent pasting
- fitting picture boxes to pictures, and vice versa
- the ability to convert text boxes to picture boxes, and vice versa
- aligning elements relative to page edges
- document and page-management features
- spot-to-process-to-spot color transformation
- preferences dialog boxes that let you control various default units of measure, the display resolution of imported images, and the appearance of pages and dialog boxes.

## Using this manual

The manual covers all aspects of KitchenSink and follows a structure similar to the QuarkXPress manuals. Please take a few moments to read this information—KitchenSink includes a large number of features and complete usage of all of them may not be immediately apparent.

This manual assumes that you are already familiar with QuarkXPress and makes no attempt to guide you in use of the application.

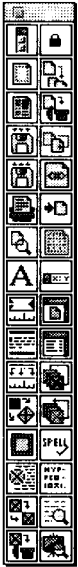
## Loading KitchenSink

KitchenSink is an XTension to QuarkXPress and like other XTensions, it operates only when located in the same folder as the QuarkXPress application. Therefore, to install KitchenSink, double-click the Installer icon and when asked where the XTension is to be placed, open your QuarkXPress folder, highlight the QuarkXPress application, and click *Install*. (For more detailed information on XTensions and their general use, refer to Appendix B of the *QuarkXPress Reference Manual*.)

**Note:** KitchenSink is intended for use with QuarkXPress 3.11 or later.

# OVERVIEW

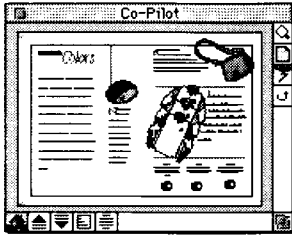
All of KitchenSink's additions to QuarkXPress are listed in this Overview section.



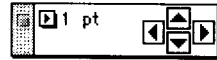
Command Pad

## Palettes

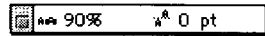
When KitchenSink is loaded with QuarkXPress, four additional palettes are available: Command Pad, Co-Pilot, the Nudget palette, and the Scale/Shift palette.



Co-Pilot



Nudget palette



Scale/Shift palette

All four KitchenSinks palettes can be opened by choosing the appropriate Show command from the View menu. In addition, Co-Pilot, Nudget and Scale/Shift (as well as all of the standard QuarkXPress palettes) can be opened by clicking buttons on the Command Pad. Further, Co-Pilot and Command Pad can be opened by pressing certain modifier keys and clicking anywhere in the active document window.

## Menu commands

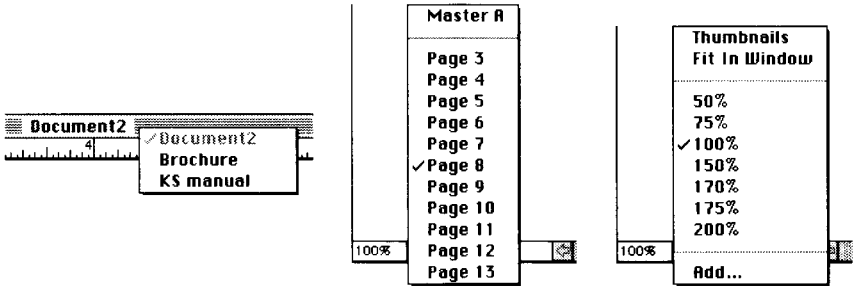
With KitchenSink loaded, the command **Spot** is appended to the Edit menu, and **Co-Pilot**, **Command Pad**, **ViewIt**, **Image**, **Interface**, and **Measurements** are added to the **Preferences** submenu of the Edit menu. In addition, Hide/Show commands for closing and opening the Nudget, Co-Pilot, Command Pad, and Scale/Shift palettes are added to the View menu.

**Change Picture to Text box** (or **Change Text to Picture box**), **Size Box to Picture**, **Text Box Insets**, and **Align Item to Page** are added to the Item menu. When a picture box is selected, **Fit Picture to Box** and **Picture Scale** are available from the Style menu. Also, the **Documents** submenu is appended to the View menu, and the **Save Window's Position** command is added to the Utilities menu.

When the Item tool is selected and you press the Control key while opening the Edit menu, **CutIt**, **CopyIt** and **PasteIt** replace the standard **Cut**, **Copy** and **Paste** commands.

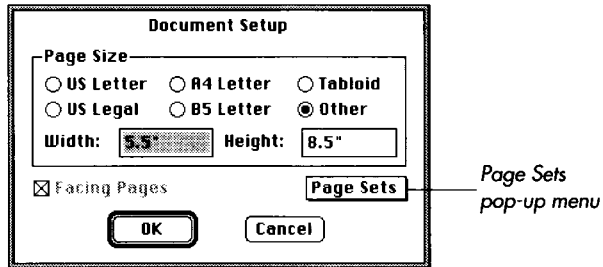
### Document window pop-up menus

Three document-control pop-up menus are available from the active document window: a document selection menu, a “go to page” menu, and a document magnification menu.



### Dialog box pop-up menus

The *Page Sets* pop-up menu is added to the New Document dialog box, the Document Setup dialog box, and the Master Guides dialog box.



**Note:** In addition to its many unique features, KitchenSink incorporates options from the previously separate XTensions ViewIt, Nudget, Default Settings, Changel, Spot, November 91, and Pastelt.

All of KitchenSink’s enhancements are described on the following pages.

### Command Pad

The Command Pad provides access to nearly all QuarkXPress dialog boxes and palettes with a single click. The buttons displayed on the Command Pad palette vary according to both the tool and type of QuarkXPress element(s) currently selected, and the available buttons change when the Shift, Option, or Shift-Option keys are pressed. Command Pad can be configured horizontally as a single or double row of buttons, or vertically as a single or double column.

The first time KitchenSink is loaded the Command Pad is not open—choose **Show Command Pad** from the View menu, or Command-Control-click anywhere in the active document window, to open the palette. (Command-Control is the default “come here” modifier-key combination, as described in the following section.)

You can drag its title bar to reposition the Command Pad, and it can be closed by choosing **Hide Command Pad** from the View menu, by clicking its close box, or by pressing the Close modifier key(s) and clicking anywhere in the palette. (Refer to the following section for a description of this close option.)

In its various configurations, Command Pad displays many buttons. Rather than attempting to become familiar with all of them at once, we recommend that you “discover” a few at a time. For easy reference, illustrations of the Command Pad in its various configurations are grouped at the end of this booklet.

**Note:** In this text, the modifier key necessary to make a referenced button visible is indicated in parentheses. For example, reference to a button visible when the Option key is pressed takes the form “...button on the Command Pad (Option).”

### Come here/go home

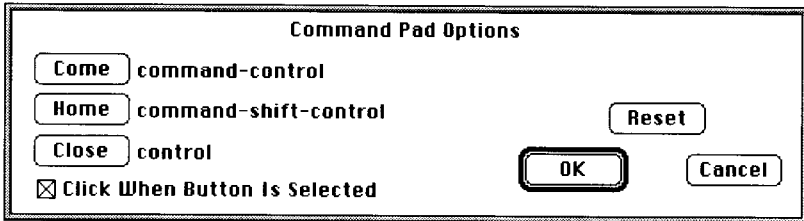
Both Command Pad and Co-Pilot feature a “come here/go home” capability: press the Come modifier key(s) and click anywhere in the document—the Command Pad instantly jumps to that location (or opens in that location if it is closed). Then press the Home modifier key(s) and click anywhere in the document to return the palette to its “home” position.

The Come and Home modifier-key combinations are defined in the Command Pad Options dialog box. The Home button on the Command Pad (Shift-Option) resets the palette’s home position to its current location.



## Command Pad Options

The Come, Home and Close modifier keys for the Command Pad are defined in the Command Pad Options dialog box. Choose **Command Pad** from the **Preferences** submenu of the Edit menu to open the dialog box.



To change the Come, Home, or Close modifier-key combination, press the desired key(s) and click the appropriate button in the dialog box. For example, to change the Home modifier keys to Shift-Control, press the Shift and Control keys and then click the *Home* button.

The *Click When Button Is Selected* option lets you turn off and on the click sound that accompanies activation of a button on the Command Pad.

## Co-Pilot

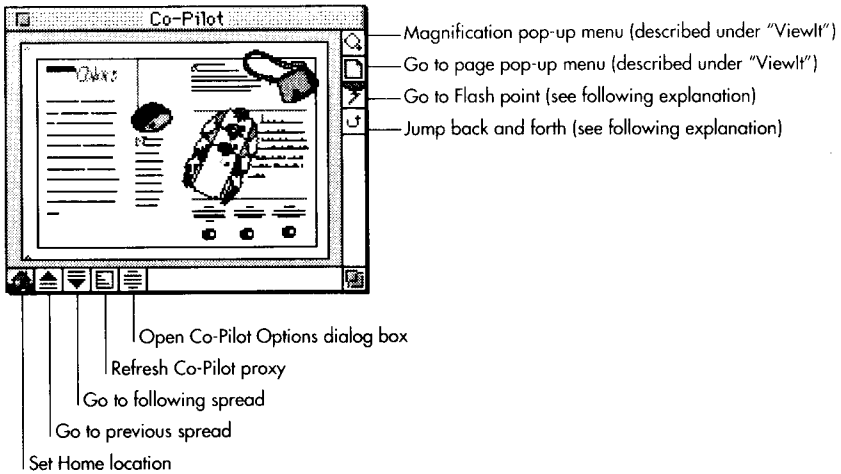
Co-Pilot provides instant scrolling to any point in a single- or multiple-page spread with one click. A proxy of the current spread is displayed on the palette: click anywhere in the proxy to scroll to that area. The red flag in the proxy is a “you clicked here” indicator; it moves when you click elsewhere. The Co-Pilot palette is opened by clicking the Co-Pilot button on the Command Pad (Shift-Option), by choosing **Show Co-Pilot** from the View menu, or by pressing the Come modifier key(s) and clicking anywhere in the active document window.

The Co-Pilot proxy is updated periodically as you work; the length of time between automatic updates is set in the Co-Pilot Options dialog box. You can turn off automatic updating by setting this refresh time to zero. You also can update the proxy at any time by clicking the Refresh button on the palette.

**Note:** Depending on the complexity of a spread, a second or two may be required to create or update the Co-Pilot proxy.

Like Command Pad, Co-Pilot features “come here/go home” capability (refer to the earlier description of Command Pad for details). The come here/go home modifier keys are set in the Co-Pilot Options dialog box. To set a home location for Co-Pilot, click the Home button in the lower-left corner of the palette.

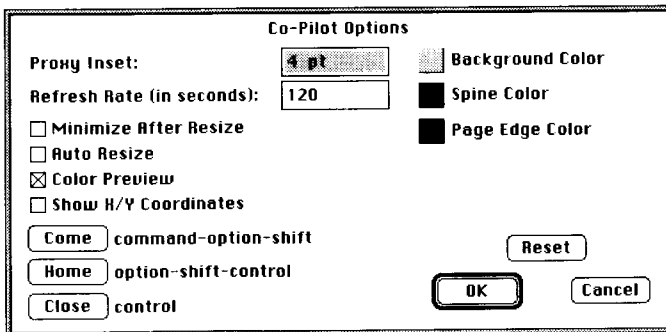
# CO-PILOT OPTIONS



You can define a "Flash" point in the current spread by Option-clicking to move to a new location; to return to this location later, simply click the Flash button on the Co-Pilot palette. Click the Jump button to move back and forth between the current location and the previous red-flag location.

## Co-Pilot Options

The Co-Pilot Options let you customize the operation and appearance of the Co-Pilot palette. Click the Options button on the Co-Pilot palette or choose **Co-Pilot** from the **Preferences** submenu of the Edit menu to open the dialog box.



*Proxy Inset* – The margins between the proxy and the nearest edges of the view area.

*Refresh Rate (in seconds)* – The length of time between automatic proxy updates. A value of zero disables automatic updating.

## PAGE SETS

*Minimize After Resize* – After you resize the Co-Pilot palette, the new size will be adjusted to minimize wasted space.

*Auto Resize* – Palette automatically resizes appropriately as you move between spreads of one page or more than one page (the proportions of page representations in proxy remain the same).

*Color Preview* – If selected, the Co-pilot proxy will display any color page elements in color. Otherwise, they are displayed as black and white.

*Show X/Y Coordinates* – If selected, the coordinates of the red flag are briefly displayed across the bottom of the palette when you click or drag in the proxy.

*Come, Home and Close buttons* – Define the “come here,” “go home” and palette-close modifier keys. To change a modifier-key combination, press the desired key(s) and click the appropriate button in the dialog box.

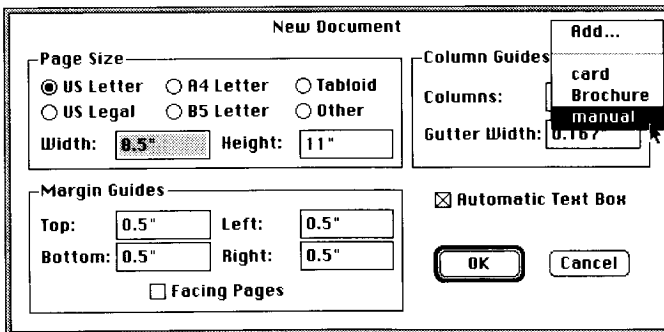
*Background Color* – This button opens the Apple Color Picker, allowing you to change the background color of the palette’s proxy view area.

*Spine Color* – Opens the Apple Color Picker; you can change the color of the lines indicating page spines in the proxy.

*Page Edge Color* – Opens the Apple Color Picker so you can change the color of the lines marking page borders in the proxy.

### Page Sets

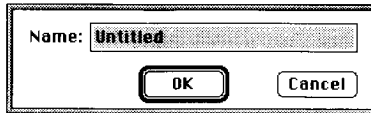
The Page Sets pop-up menu, found in the New Document, Document Setup and Master Guides dialog boxes, lets you save and access page-setup information in a manner similar to document Colors or Style Sheets.



# VIEWIT

Choose a Page Set from the pop-up menu—the Page Size, Margin Guides and Column Guides settings (or only those settings appropriate to the open dialog box) from that Page Set are inserted into the dialog box.

To save the current settings in the open dialog box as a new Page Set, choose **Add** from the pop-up menu to open the Name Page Set dialog box.



Enter a name for the Page Set and click *OK*. All settings in the dialog box, other than checkbox options, are saved.

To delete a Page Set, press the Command key, open the pop-up menu, and choose the Page Set to be removed.

## ViewIt

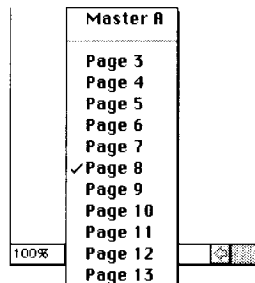
The ViewIt features allow easy movement between pages and documents, as well as quick and accurate magnification changes. You can quickly size and arrange multiple document windows, and hide and show document windows similarly to the way you hide and show palettes. Plus, when you re-open a document, ViewIt can display the last page you were working on.

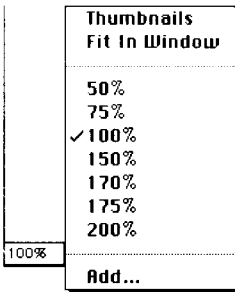
### ViewIt pop-up menus

ViewIt adds pop-up menus to the document title bar and the document's current-page display (between the horizontal scroll bar and the current-magnification display at the bottom of the document window).

#### Go to page menu

To quickly display any other page in the open document, open the "go to page" pop-up menu from the current-page display and choose the new page; all pages in the document are listed. You can turn off this feature by deselecting *Page pop-up* in the ViewIt Preferences dialog box. (This pop-up menu also is always available from the Co-Pilot palette, regardless of the ViewIt Preferences setting.)



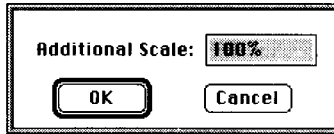


### Magnification menu

To quickly and accurately change document magnification, press the Command key, open the magnification pop-up menu from the current-page display and choose a new magnification percentage. You can turn off this feature by deselecting *Scale pop-up* in the ViewIt Preferences dialog box. (This pop-up menu also is always available from the Co-Pilot palette, regardless of the ViewIt Preferences setting.)

The **Thumbnails** selection displays the spreads of the active document as a column of greatly reduced “thumbnail” views. **Fit in Window** fits the current spread into the document window.

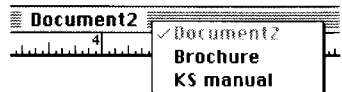
To remove a selection from the magnification pop-up menu, press the Shift key while the menu is open and choose the magnification to be removed. To create a new magnification selection, choose **Add** from the pop-up menu to open the Additional Scale dialog box.



Enter a new magnification percentage (up to 1200%) and click **OK**. This new selection is added to the magnification pop-up menu. (Be aware that at extremely high levels of magnification, QuarkXPress may be unable to display all the items on a page.)

### Document selection menu

When multiple documents are open you can quickly make another document active by choosing its name from the document selection pop-up menu. To open the menu, press the Command key, position the pointer anywhere over the active window title bar, and press the mouse button. The names of the currently active document and any hidden documents are dimmed. You can turn off this feature by deselecting *Windows pop-up* in the ViewIt Preferences dialog box.



## Window position, window size and displayed page

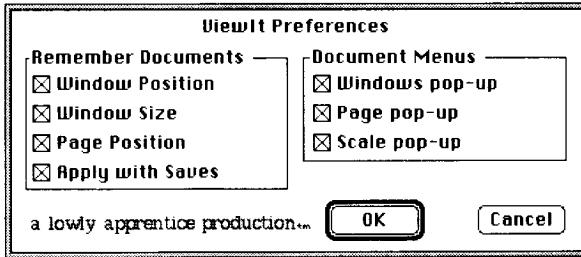
When QuarkXPress creates or opens a document window, it is placed and sized to maximize window space without interfering with the Tools and Measurements palettes and other window title bars, and the first page of the document is displayed. This can be considered the window's "original position."

ViewIt lets you create an "adjusted position" that overrides one or more of the original position attributes when the window is next opened. In other words, when you open a document, its window can be automatically positioned anywhere on your monitor screen, at any size, and the page first displayed can be any page in the document.

Options in the ViewIt Preferences dialog box specify whether each of the three attributes of a window's adjusted position are recorded. Recording of the adjusted position for the active window can be automatic (via an option in the ViewIt Preferences dialog box), or manual (by means of the **Save Window's Position** command). These options are described in the following sections.

## ViewIt Preferences

The options in the ViewIt Preferences dialog box let you adjust the operation of the ViewIt features. Choose **ViewIt** from the Edit menu's **Preferences** submenu to open the dialog box.



*Window Position* – If selected, the current position of the active document window is included as part of its "adjusted position" when **Save Window's Position** is chosen, and when the document is saved (if *Apply with Saves* is selected). Otherwise, window position remains as specified by QuarkXPress.

*Window Size* – If selected, the current size of the active document window is included as part of its "adjusted position" when **Save Window's Position** is chosen, and when the document is saved (if *Apply with Saves* is selected). Otherwise, window size remains as specified by QuarkXPress.

*Page Position* – If selected, the currently displayed page is included as part of the window’s “adjusted position” when **Save Window’s Position** is chosen, and when the document is saved (if *Apply with Saves* is selected). Otherwise, when the document is next opened, its first page is the page displayed.

*Apply with Saves* – When this option is selected, the active window’s “adjusted position” is updated whenever the document is saved. Note that one or more of the three previous options must be selected.

*Windows pop-up* – When this option is selected, the document selection pop-up menu is available from the title bar of the active document. (The Command key must be pressed to open the menu.)

*Page pop-up* – Allows the “go to page” pop-up menu to be opened from the current-page display to the left of the horizontal scroll bar.

*Scale pop-up* – Allows the magnification pop-up menu to be opened from the current-page display. (The Command key must be pressed to open the menu.)

### Arrange button



Click this button on the Command Pad (Shift) to organize all visible document windows into the tiling arrangement currently selected in the Arrange Windows dialog box (see **Arrange** command description). Control-click the button to return the windows to their original sizes and positions. Command-clicking the button opens the Arrange Windows dialog box.

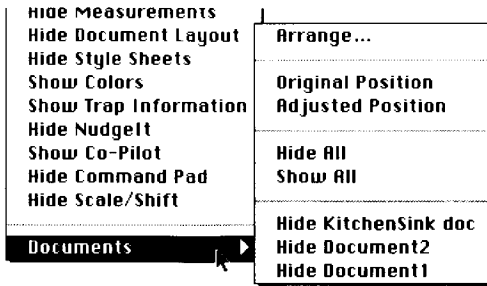
### ViewIt commands

KitchenSink appends the **Documents** submenu to the View menu, and adds the **Save Window’s Position** command to the Utilities menu.

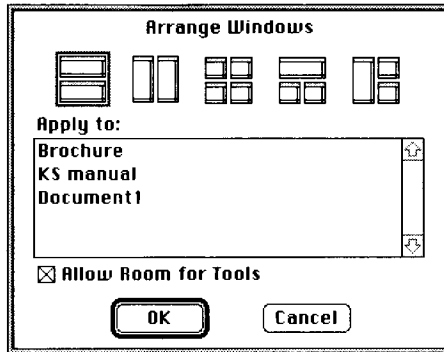
#### Documents submenu

These commands let you rapidly move the active document window back and forth between two locations, and you can hide and show open documents similarly to QuarkXPress palettes.

# VIEWIT COMMANDS



**Arrange** – The **Arrange** command opens the Arrange Windows dialog box in which you select a window tiling configuration and documents to be tiled. The dialog box also can be opened by Command-clicking the Arrange button on the Command Pad (Shift).



Five window tiling arrangements are depicted in the dialog box—the currently selected arrangement is surrounded by a red border; select another arrangement by clicking the appropriate representation.

Currently open documents are listed in the dialog box. To select documents to be tiled when the dialog box is closed: click a single document name to highlight it, Shift-click to highlight a range, and Command-click to select individual documents, or press Command-A to select all names in the list (Command-D deselects all highlighted names). If no documents are selected, no documents are tiled when the dialog box is closed. Note that Hidden documents are not tiled.

If *Allow Room for Tools* is selected, tiled windows fill the screen except for a strip on the left side wide enough for the QuarkXPress Tools palette, and a strip on the bottom for the Measurements palette. If the option is not selected, tiled windows extend to the edges of the screen and the Tools and Measurements palettes are displayed on top of them.



**Original Position** – Choosing this command returns the active window to its “original position” location and size, as defined by QuarkXPress. (Refer to the earlier section, “Window position, window size and display page,” for more information about the original position.) Press the Option key while opening the View menu to choose **Original Position** to also go to the first page of the document.

**Adjusted Position** – Choose this command to send the active window to the last-recorded “adjusted position” location and size. Press Option while choosing the command to also display the “adjusted position” page. (Refer to the earlier section, “Window position, window size and display page,” for more information about adjusted position.) Options in the ViewIt Preferences dialog box control the attributes saved as a window’s “adjusted position.”

**Hide/Show** document windows – Open document windows can be made invisible and inactive: choose **Hide All** from the **Documents** submenu of the View menu to hide all open windows, or choose the appropriate **Hide** command to hide a particular document window. Similarly, **Show All** makes visible all previously hidden windows, while individual **Show** commands are available for each hidden document.

### **Save Window’s Position command**

Choose **Save Window’s Position** from the Utilities menu to record the location, size and currently displayed page as the “adjusted position” of the active window (if all three options are selected in ViewIt Preferences dialog box). Note that the document must be saved before being closed, or the new adjusted position is discarded.

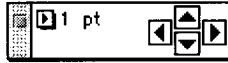
If *Apply with Saves* is selected in the ViewIt Preferences dialog box, the adjusted position set with **Save Window’s Position** may be superseded when the document is next saved.

## **Intelligent Pasting**

Normally when you select an object with the Item tool and cut or copy it to the Clipboard, and then paste it into another page or document, it is placed in the center of the page. Now however, KitchenSink provides intelligent pasting: select the item to be cut or copied and **Control-click the Cut or Copy button on the Command Pad (Shift-Option)**. Move to another page or another document and Control-click the Paste button—the item is pasted into the new page in the same location it occupied on the original page. (When the Item tool is selected, you also can press the Control key while opening the Edit menu to access the commands **CutIt**, **CopyIt** and **PasteIt** commands.) Note that **PasteIt** is available only if **CutIt** or **CopyIt** was used to move the object(s) to the Clipboard.

## Nudget

The Nudget palette lets you quickly and accurately move: item(s) selected on a QuarkXPress page, an image in its picture box, or the text-insertion cursor and text highlighting. The palette is opened by clicking the Nudget palette button on the Command Pad (Option-Shift), or by choosing **Show Nudget** from the View menu.



A nudge amount can be chosen from the pop-up menu on the palette, or you can highlight the number displayed and enter a new value. Click the arrow buttons on the palette (or press the arrow keys on the keyboard) to move selected items or a picture in its picture box by this amount; Option-click the arrow buttons to move the item(s) one-tenth of the nudge amount.

The arrow buttons mimic the arrow keys when moving the text-insertion point and highlighting text, and all modifier-key combinations are the same. (Refer to your QuarkXPress manuals for information about using the arrow keys to move the text-insertion cursor and to highlight text.)

## Picture and Text Box Features

KitchenSink adds four text/picture box manipulation commands to the Item menu: **Change Text to Picture Box** (or **Change Picture to Text Box**, depending on the type of box selected), **Size Box to Picture**, **Text Box Insets**, and **Align Item to Page**. When a picture box is selected, **Fit Picture to Box** and **Picture Scale** are available from the Style menu. All of these commands have corresponding buttons on the Command Pad.

### Changel

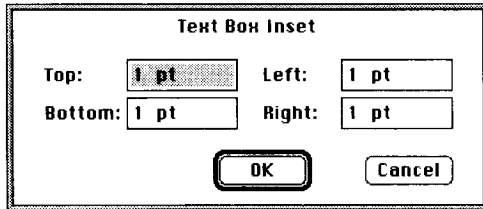
Use **Change Text to Picture box** or **Change Picture to Text box** to convert the selected text box to a picture box, or vice versa. Note that while box attributes—background color, rotation, framing, etc.—are retained, the contents of the text box or picture box will be lost. (Pressing the Command key while choosing either command, or clicking the corresponding buttons, prevents the appearance of a dialog box warning of loss of box contents.)

### Size Box to Picture

Clicking this button or choosing this command causes the selected picture box to be resized to fit its picture (the size of the picture is unchanged).

### Text Box Insets

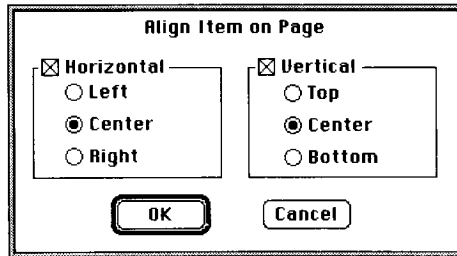
This feature lets you set a “margin” or blank “border” around the inside edges of the active text box. Click the Text Box Insets button on the Command Pad (Option), or choose **Text Box Insets** from the Item menu, to display the Text Box Inset dialog box.



Enter the distance text is to be inset from each edge of the active text box and click *OK* to close the dialog box.

### Align Item to Page

This feature opens a dialog box that lets you align the selected item or group horizontally and vertically with the edges of the page. (The command is found in the Item menu; the Command Pad button is visible when Option is pressed.)



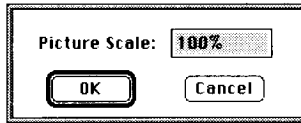
To align the selected item horizontally from its current location, select *Horizontal* and one of the position options: *Left* aligns the left side of the item to the left edge of the page, while *Center* centers the item between the left and right edges of the page, and *Right* aligns the item’s right side to the right edge of the page. Similarly, the *Vertical* options allow alignment of the top and bottom of the item relative to the page’s top and bottom edges.

## Fit Picture to Box

Choose this command from the Style menu, or click the Fit Picture to Box button on the Command Pad (no modifier key) to cause the selected picture to be proportionally scaled such that it fits into its picture box. Press Option and choose the command or click the button, and the picture is scaled disproportionately to fill the picture box.

## Picture Scale

This feature lets you scale the selected picture by entering a single magnification value, rather than two—the specified percentage is applied both vertically and horizontally. Click the Picture Scale button on the Command Pad (Shift-Option), or choose the command from the Style menu, to open the Picture Scale dialog box.

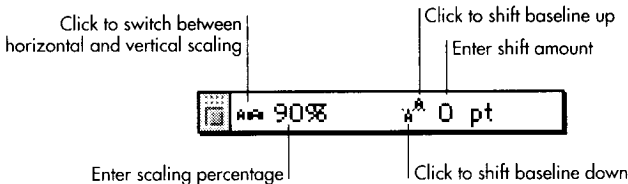


Enter a picture-scale factor and click OK to close the dialog box.

**Note:** You can bypass the Picture Scale dialog box, scaling the selected picture using the last-entered scale factor by Command-clicking the Picture Scale button, or pressing Command while choosing **Picture Scale** from the Style menu.

## Scale/Shift

The Scale/Shift palette lets you scale text horizontally or vertically, and shift the selected text above or below its baseline, without opening dialog boxes. The palette is opened by clicking the Scale/Shift palette button on the Command Pad (Option-Shift), or by choosing **Show Scale/Shift** from the View menu.

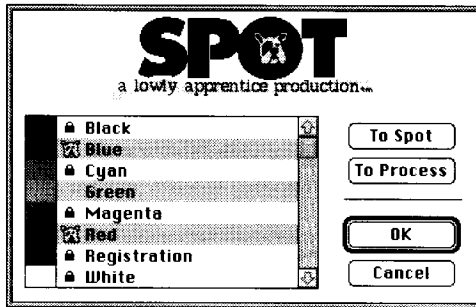


To scale selected or subsequent text, highlight the percentage on the palette and enter the desired scaling factor. Click the button to the left of the scale percentage to toggle between horizontal and vertical scaling.

To shift the baseline of the selected or subsequent text up or down, highlight the shift amount on the palette, enter the desired value, and then click the shift-up button or the shift-down button. (Note that you can change the units of measurement used to define baseline shift; refer to “Measurements Preferences.”)

## Spot

This option provides quick conversion of spot colors to process colors and vice versa. Click the Spot button on the Command Pad (Option-Shift), or choose **Spot** from the Edit menu to open the Spot dialog box.



All colors defined for the active document are listed. A lock symbol preceding a color name indicates a member of the QuarkXPress basic color set—these colors cannot be converted. Spot’s face precedes the name of each spot color in the list, while the area preceding each process-color name is blank.

Select the colors to be converted: click an entry in the list to highlight it; to select a range of colors, Shift-click a second entry; Command-click to select individual colors in the list; or press Command-A to select all entries (press Command-D to deselect all highlighted entries).

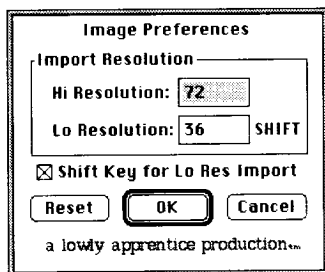
Click the *To Spot* button to convert the selected colors to spot colors, or click *To Process* to convert them to process colors. (Also, click just the right place in the dialog box to hear Spot bark.)

## Additional Preferences

In addition to the preference settings provided for the previously described features, KitchenSink includes preferences that let you control the display resolution of imported images, the measurement units for a number of parameters usually specified in points, and the appearance of palettes, dialog boxes and page spreads.

### Image Preferences

When you import a high-resolution TIFF, RIFF, or CTS picture into Quark XPress, the application creates a PICT copy of the image for on-screen display at a resolution of 36 dots per inch (dpi), or at 72 dpi if you press the Shift key while importing the picture. As page magnification increases, representation of this PICT can become distorted. The Image Preferences feature of KitchenSink lets you alter both the high- and low-resolution levels for the created PICT. Choose **Image** from the **Preferences** submenu of the **Edit** menu to open the Image Preferences dialog box.



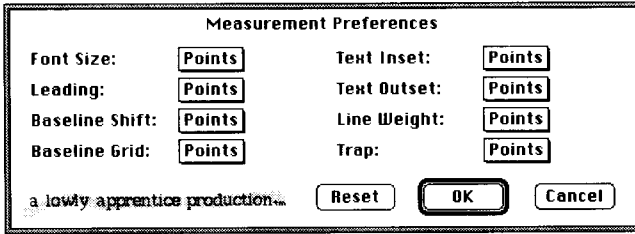
*Hi Resolution* – This is the higher level resolution at which display PICTs can be created; 300 dpi is the maximum. (Note that QuarkXPress saves the display PICTs with the document, and very high resolution PICT images will dramatically increase document file size.)

*Lo Resolution* – The low-level resolution setting; one dpi is the minimum.

*Shift Key for Lo Res Import* – If selected, *Hi Resolution* is the default resolution, and pressing the Shift key during picture import creates a PICT at the specified *Lo Resolution*. If this option is unselected, *Lo Resolution* is the default and you must press the Shift key to create a PICT at *Hi Resolution*.

## Measurement Preferences

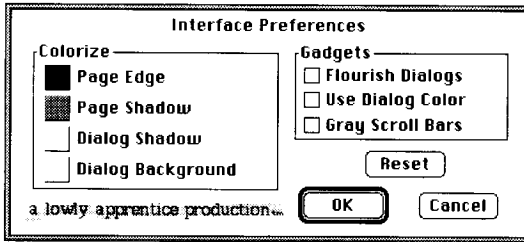
The Measurement Preferences let you change the default units of measurement for several QuarkXPress parameters that usually can be specified only in points. Choose **Measurements** from the **Preferences** submenu of the **Edit** menu to open the dialog box.



Change the default units for any of the options by opening the appropriate pop-up menu and choosing **Inches**, **Inches Decimal**, **Picas**, **Points**, **Millimeters**, **Centimeters**, or **Ciceros**.

## Interface Preferences

These options allow you to change the appearance of all dialog boxes and palettes, change the colors used to depict page edges and shadows, and display all scroll bars in a solid gray. Choose **Interface** from the **Preferences** submenu of the Edit menu to open the Interface Preferences dialog box.



Click any of the square buttons in the *Colorize* section of the dialog box to open the Apple Color Picker and change the color for that option:

*Page Edge* is the color of the lines used to delineate document pages on the QuarkXPress pasteboard.

*Page Shadow* is the color of the drop shadow giving depth to page spreads on the pasteboard.

*Dialog Shadow* adds a slight drop shadow to lines in dialog boxes (e.g., the lines defining the *Colorize* and *Gadgets* sections in the Interface Preferences dialog box); the shadowing appears only when *Use Dialog Color* is selected.

*Dialog Background* lets you add color to the normally white background of dialog boxes and palettes; backgrounds are colored only if *Use Dialog Color* is selected. (Note that when you change the *Dialog Background* color, the background color of any open palette does not change until the palette has been closed and re-opened.)

The *Gadgets* options provide cosmetic enhancements to QuarkXPress:

*Flourish Dialogs* adds embellishments to dialog box titles.

*Use Dialog Color* turns on and off the *Dialog Shadow* and *Dialog Background* coloring.

*Gray Scroll Bars* causes all window and palette scroll bars to be displayed as a solid gray.

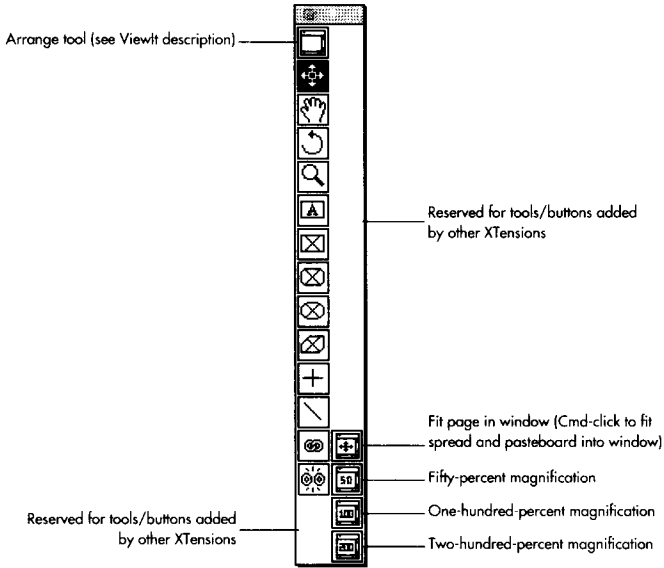
**Note:** You may discover dialog boxes and palettes that do not display the flourishes and colors you've selected—not all XTensions on the market support these cosmetic features.



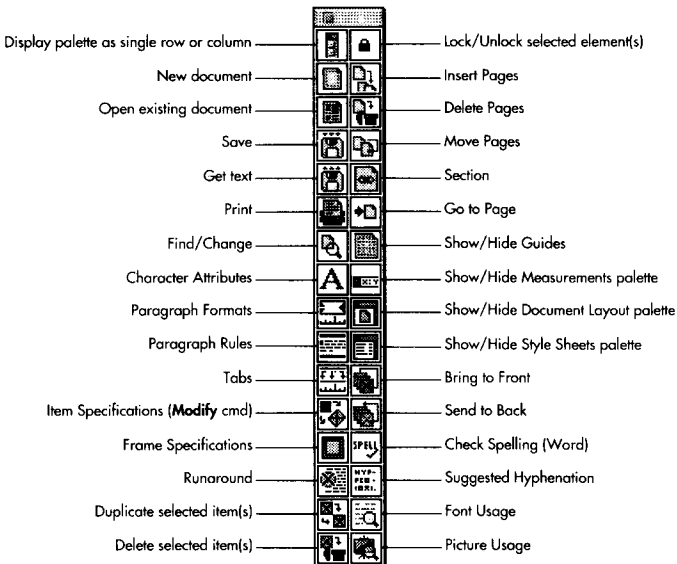
# COMMAND PAD ILLUSTRATIONS

The following pages contain illustrations of the Command Pad in all of its button configurations. There are not as many buttons to get to know as it might first seem—most of them do not change as you switch items or tools.

## Shift key pressed:



## Text box selected:



# COMMAND PAD ILLUSTRATIONS

## Text box selected, Option key pressed:

Display palette as row(s) or column(s)	Reserved for QuarkXPress 3.3 option
Close document	Go to first page
Revert to Saved	Go to previous page
Save As	Go to last page
Save Text	Show/Hide Invisibles
Page Setup	Show/Hide Rulers
Text Box Insets	Toggle Snap to Guides
Vertical Align - Top	Show/Hide Tools palette
Vertical Align - Center	Show/Hide Colors palette
Vertical Align - Bottom	Show/Hide Trap Information palette
Vertical Align - Justified	Bring forward one layer
Reserved for QuarkXPress 3.3 options	Send backward one layer
Step and Repeat	Check Spelling (Story)
Align Item to Page	Hyphenation Exceptions
	Convert text box to picture box
	Greek pictures

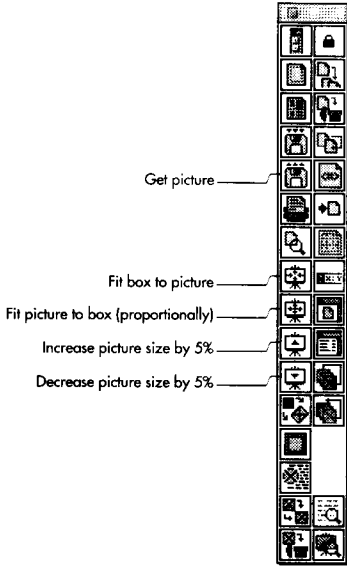
## Text box selected, Shift-Option pressed:

Set palette's home location	Preferences - Typographic
New library	Preferences - Trapping
Save Window's Position	Go to next page
Save Page as EPS	Cut (with Item tool, Ctrl-click for CutIt)
Document Setup	Copy (with Item tool, Ctrl-click for CopyIt)
Increase Kern/Track by 10 pts.*	Paste (with Item tool, Ctrl-click for PastIt)
Decrease Kern/Track by 10 pts.*	Show/Hide Baseline Grid
Increase Horizontal Scale by 5%**	H&Js (hyphenation and justification)
Decrease Horizontal Scale by 5%**	Edit Colors
Increase font size*	Edit Style Sheets
Decrease font size*	Spot
Reserved for QuarkXPress 3.3 options	Show/Hide Co-Pilot palette
Preferences - Application	Check Spelling (Document)
Preferences - General	Auxiliary Dictionary
	Show/Hide Scale/Shift palette
	Show/Hide Nudgelt palette

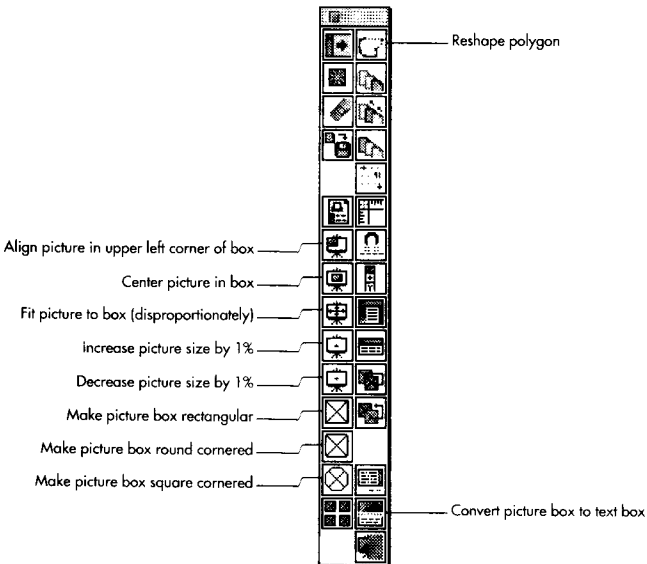
\* Press Command key (continue pressing Shift-Option) and click to change in one-point increments.

\*\* Press Command key (continue pressing Shift-Option) and click to change in one-percent increments.

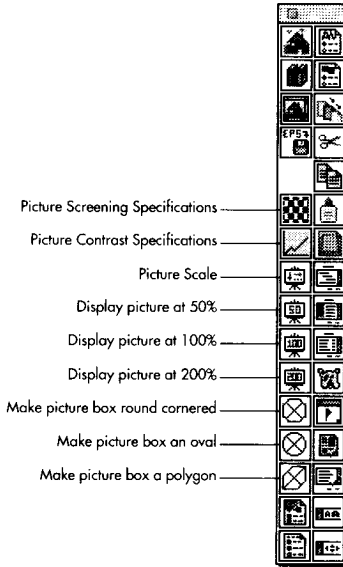
## Picture box selected:



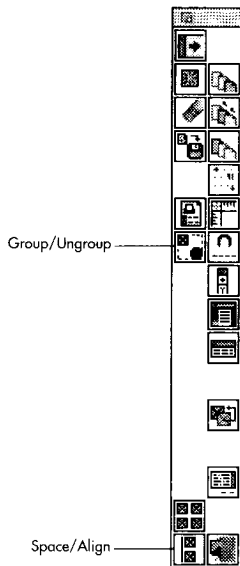
## Picture box selected, Option pressed:



## Picture box selected, Shift-Option pressed:



## Multiple items selected, Option pressed:



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## Thank you

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Also, if you encounter a problem with the software, please let us know what you did and what the XTension did—only the problems we know about can be fixed.

And finally, please be sure to send in your registration card so we can keep you informed about what we are doing.

Thanks Again,



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