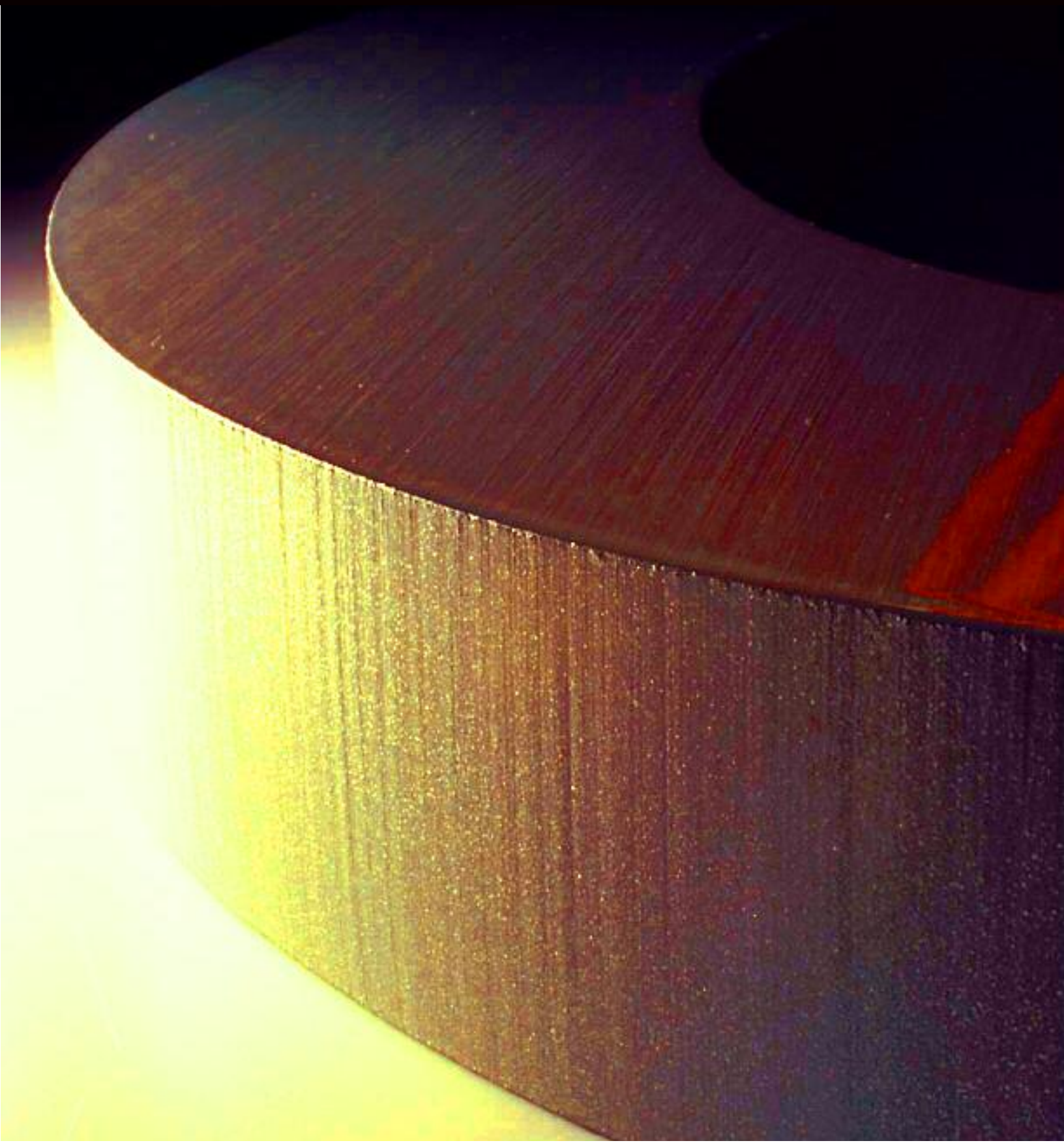


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It's a layered look

BY JONATHAN FERMAN

QuarkXPress has offered layers since version 5. The layers feature has unfortunately remained hidden and unused by many QuarkXPress users. This article can change all that — see some of the benefits of using layers along with some tips and tricks along the way.

There are many reasons to use layers. From a creative perspective, layers can add depth and flexibility, lots of flexibility. In fact, you can have up to 256 layers in a QuarkXPress layout, although I have yet to meet anyone that has come close to this number.

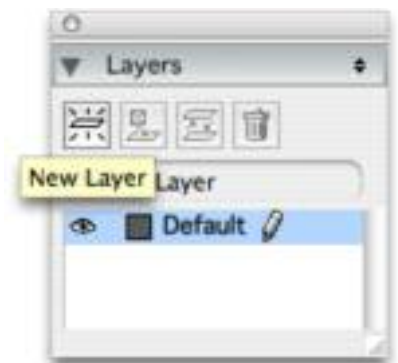
If you've used layers in graphics or image-editing applications, you will feel quite comfortable using layers in QuarkXPress, but the concept of layers in QuarkXPress is somewhat different. For instance, even if a top layer is showing you can select items on the underlying layers without having to select their respective layers. Perhaps the most significant concept difference is that layers apply to the entire layout rather than an individual page or spread. This makes it much easier to maintain the look of the pages in a long layout but it's also something to watch out for. Fortunately, it's very easy to move, merge, and delete layers.

In addition to the design benefits of layers you'll find there are many production benefits. I will highlight the main ones.

Using Runaround with Layers

One of the best features of layers is the ability to let you try things out on a layout, risk free. Let your imagination go wild and really experiment. If you don't like what you see, you can delete the layer. If you do like it, but want to go further, you can duplicate the layer and build upon it. Think of each layer as a building block, there are lots of building blocks available.

One might be a text layer, another a picture layer, and the layers can interact with one another. It is with this interaction in mind that you might like to try out the ability to take the shape of an image and have some text run around this shape. This is nothing new, of course, but the ability to have the image disappear, leaving just an outline against the text, spices things up. All you need to do is follow the simple steps below.



1 With a new or existing QuarkXPress layout, go to **WINDOW** ▾ **LAYERS** to open the **LAYERS PALETTE**.

2 Click **NEW LAYER** and double-click the layer you just created (Layer 1). This will prompt the layer attributes dialogue.

3 In the name field, name the layer with a name that is identifiable, such as Story. It's a good habit to name every layer, so you can easily tell on which layer you are working.

4 Create a fairly large text box and add text styling. This effect often looks best with small type and narrow spacing.

To see how the text will look, insert text if you have some. Alternatively, you can use some random filler text by clicking in the text box with the **CONTENT TOOL** and choosing **UTILITIES** ▾ **JABBER**.

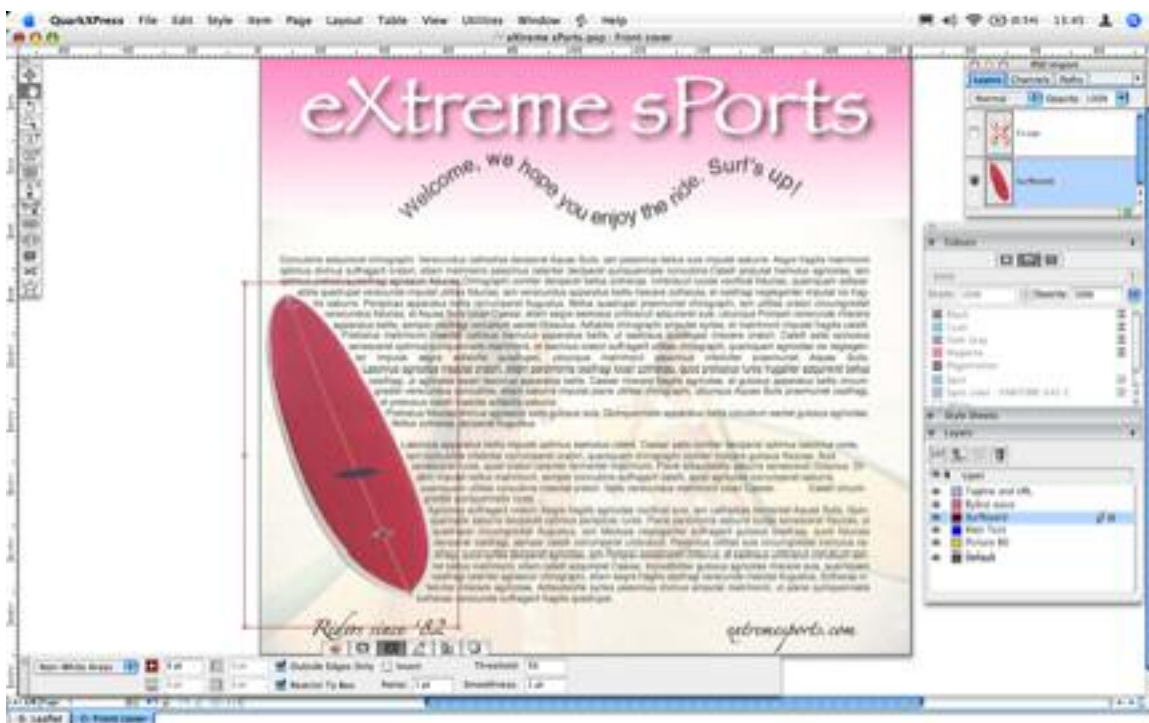
5 Go back to the **LAYERS PALETTE** and click on the **NEW LAYER** button again to create another layer. You should now have a default layer, a layer above it called Story, and another layer called Layer 2. You may have a layer number higher than 2 if your layout already has other layers.

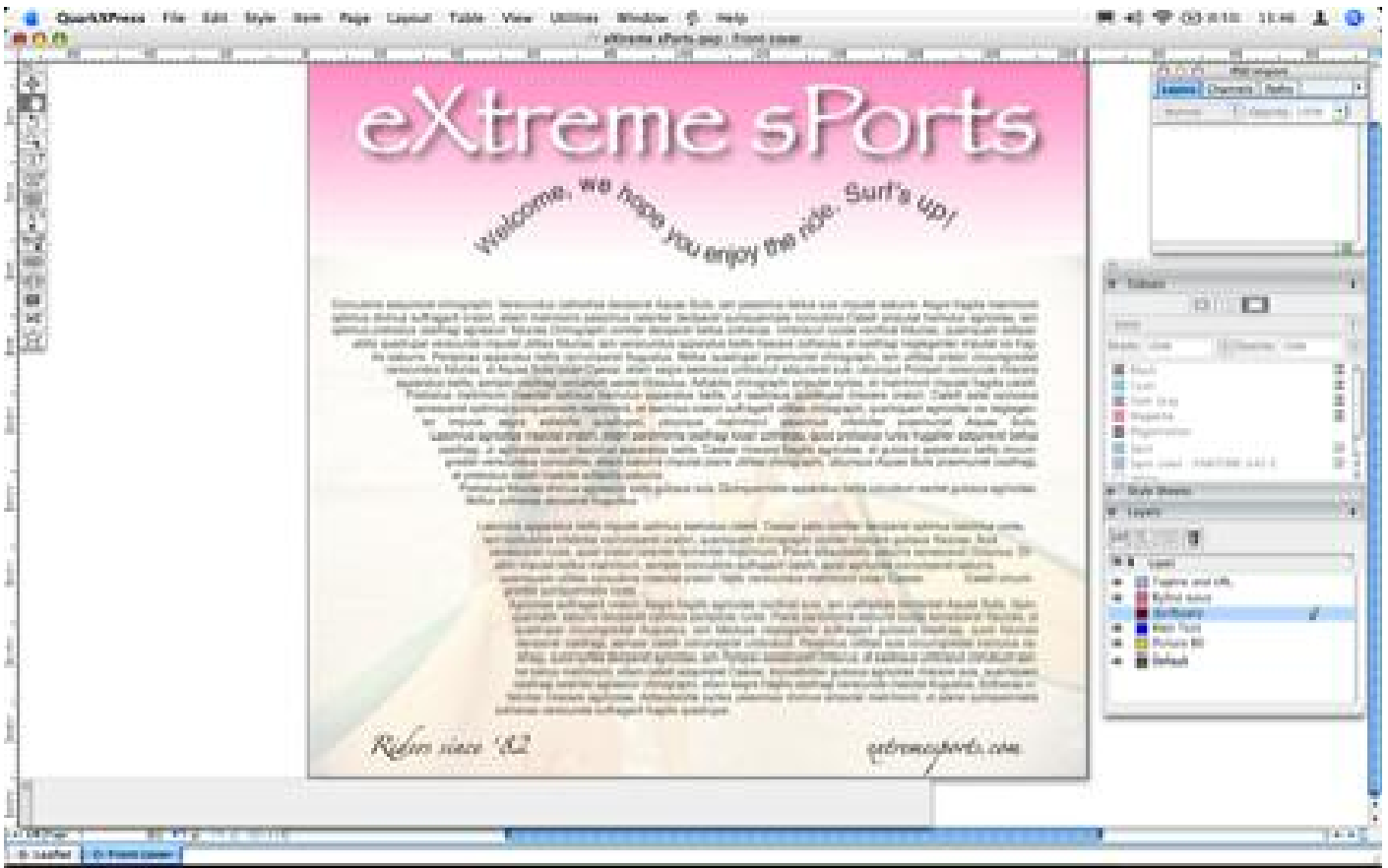
6 Create a picture box using one of the picture box tools and then choose **FILE** ▾ **IMPORT PICTURE**.

We're creating an interesting shape for the text to wrap, so the ideal image to use here would be a simple image with, say, a white background or an image with a runaround already applied. If your image does not have a runaround applied, go to **ITEM** ▾ **MODIFY** ▾ **RUNAROUND** and choose the most suitable runaround from the **TYPE** drop-down menu. In the example below I have already used some layers and applied content.

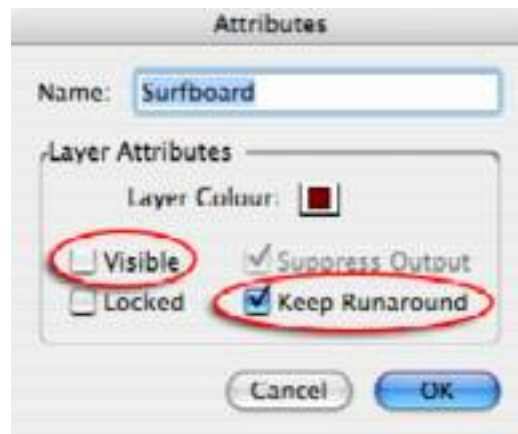
For the image I used a native Photoshop file. This is where things can get really interesting from a creative standpoint because with QuarkXPress 6.5 and higher you can use layered Photoshop files alongside layers in a QuarkXPress layout. This allows you to display different Photoshop layers on different QuarkXPress layers.

Using these features together, you can imagine some of the fantastic design possibilities this opens up. To learn more about using Photoshop files in QuarkXPress, check out the article *Getting the Most of Photoshop Files in QuarkXPress*, published in *X-Ray Magazine*, V4N4.





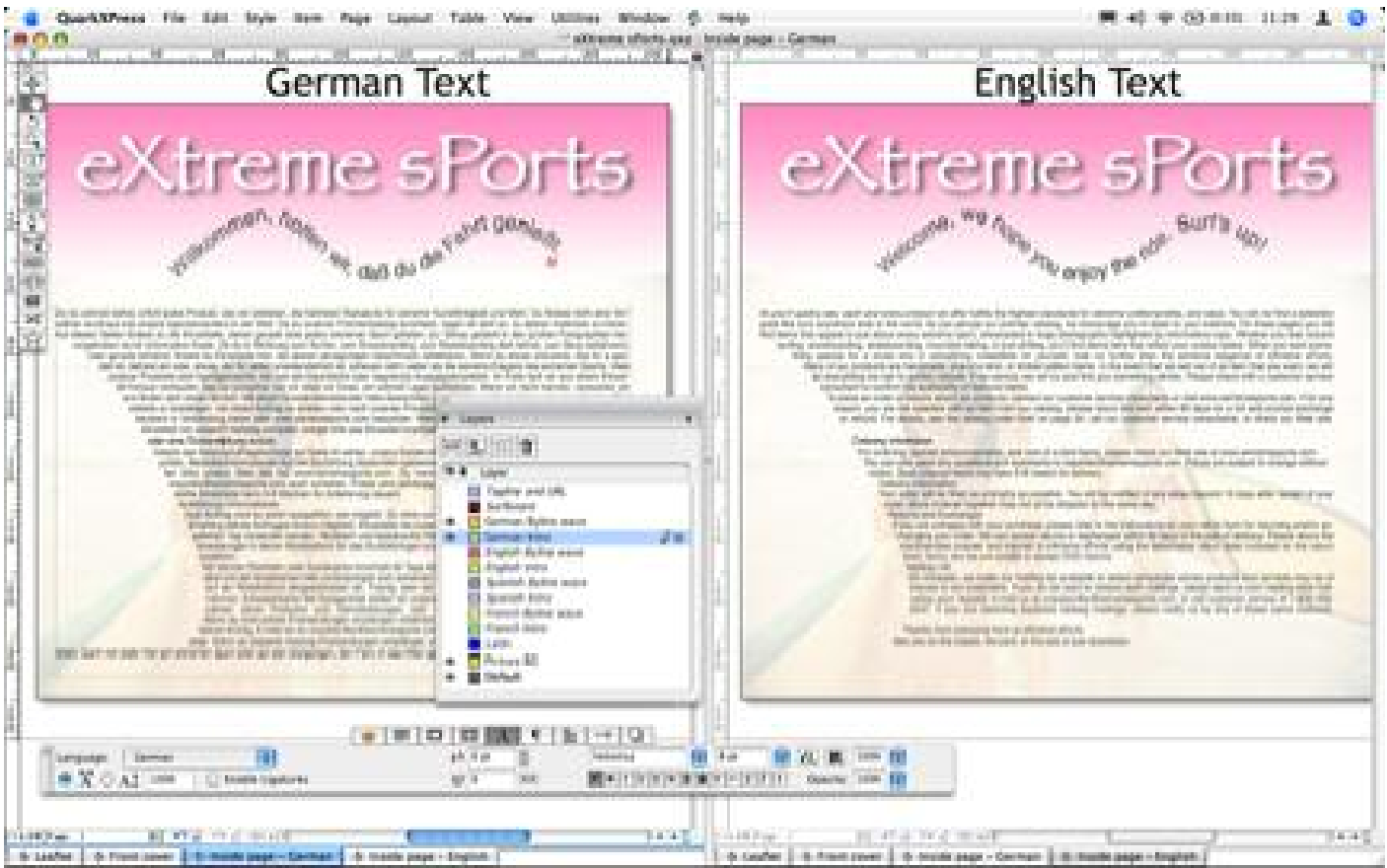
7 Time to get creative. Go back to the **LAYERS PALETTE** and double-click the layer you just created to prompt the **LAYER ATTRIBUTES** dialogue. Give the layer a meaningful name, in this case I chose Surfboard. Now, uncheck the **VISIBLE** checkbox to hide the image and check the **KEEP RUNAROUND** checkbox. Your layer attributes should now look like the screenshot on the previous page. By applying these attributes you are hiding the image but importantly, you are keeping the runaround.



8 Click **OK** and you will be left with just the shape of the runaround.

9 Using the **ITEM TOOL**, position the image where it has the most impact. This is a great way to make your text look more artistic and there's plenty of scope to experiment thanks to layers.

If you want to go further with this concept you could also create another layer and put a smaller image inside the new runaround space. If you look closely at the layers palette, you'll notice that the layer name, of the layer you have hidden, has changed from normal to italic type, so you can easily tell what layers are hidden. If the layer is visible (with an eye icon next to the name) but its name is still in italics, it means that the layer will not output by default. We will look at layer output options in a moment.



Go Multilingual

Another major benefit of layers is where you need different iterations of what is essentially the same content, for example, a brochure in many different languages. The images and colors are likely to stay the same but obviously the text needs to be different. If you place the text on a layer you just need to duplicate the layer and replace the text for each language.

In older versions of QuarkXPress, version 4 and earlier, if you needed different versions of essentially the same piece of work you would have to create multiple pages or multiple documents. With layers, you do the layout as before and simply create a new layer or layers for the different iterations or languages. The great thing is that you hold all the content in the same layout, so you can see if there is any text overhang in the different versions and adjust accordingly. For example, German is typically about 20% longer than the equivalent English text. If you are doing multilingual work it is probably worth investing in QuarkXPress Passport, that supports a number of different languages including the all important

- Layers make working on different versions of the same job much easier. Here you can see the German translation of the English text on the right. If there is any overhang you can simply make the necessary changes and keep all the content in one single layout.

hyphenation and justification (H&J) support for each language, as well as spell checking. If you have a regular English version of QuarkXPress 7 you can work with QuarkXPress Passport files, but you won't have the H&J and spelling features.

Even if you never have to do jobs with multiple languages you could still use layers for different versions of the same job. For instance, you may have different messaging and text for different regions or different audiences of a project such as a catalogue or newsletter. You can then pass a single QuarkXPress file to your print service provider and they can print the relevant versions just by outputting the relevant layers.

Creating Notes

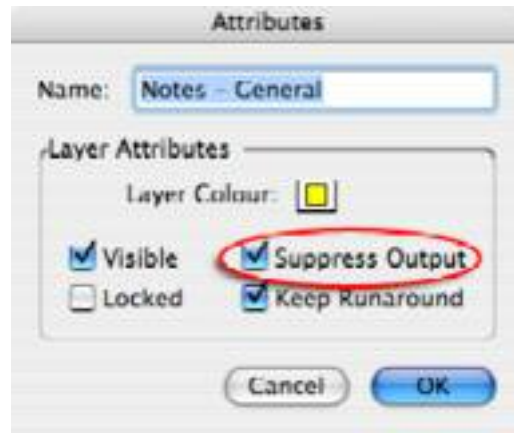
To pass messages to others, you may have used sticky notes on a printed proof, used the notes feature on a PDF, or simply put notes on the pasteboard of QuarkXPress. Printing a proof or outputting to PDF both take time, and putting notes on the pasteboard can get difficult if you are trying to reference a particular item on the page. Even if you never use the creative aspects of layers, they can still be extremely helpful for passing messages to others. Here's how:

1 In the layers palette (**WINDOW ▾ LAYERS**) click on the **NEW LAYER** button.

2 Give the layer a name, such as Notes, in the **NAME** text entry box.

If various people or departments are likely to want to add notes you may want to give your name here as well.

You can optionally change the layer color here, for instance, if you want to make a yellow note, you might want to use a yellow layer color. It's

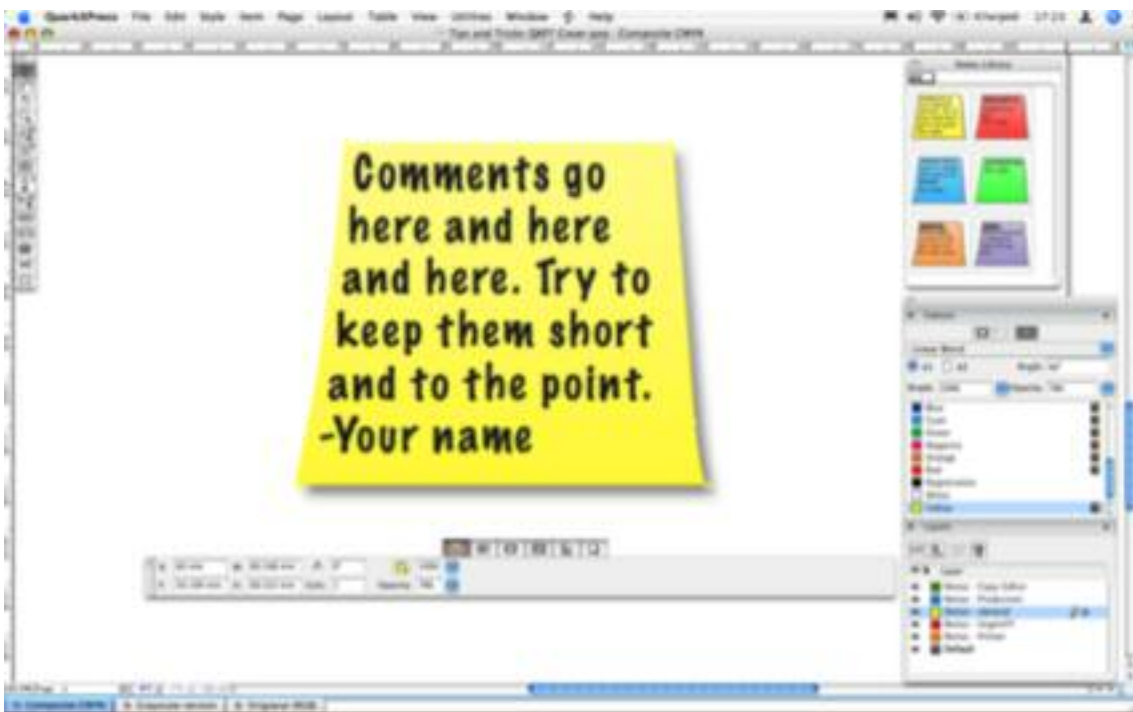


important to check the **SUPPRESS OUTPUT** checkbox. This will ensure that your note, and other items on this layer will not print. If you want to print this note layer you could leave it unchecked, but it's safer to print this layer from the print dialogue box to avoid accidentally printing notes that should not be part of the final output.

Now it's time to design the note. You can make it as simple or elaborate as you like.

For a basic design, a rectangular text box with a brightly colored background should be sufficient.

This is ideal if you need to make notes layers within QuarkXPress 5 up to 6.5. To make it look more like a standard sticky note, I used the **BÉZIER TEXT BOX TOOL**, within the text box tools



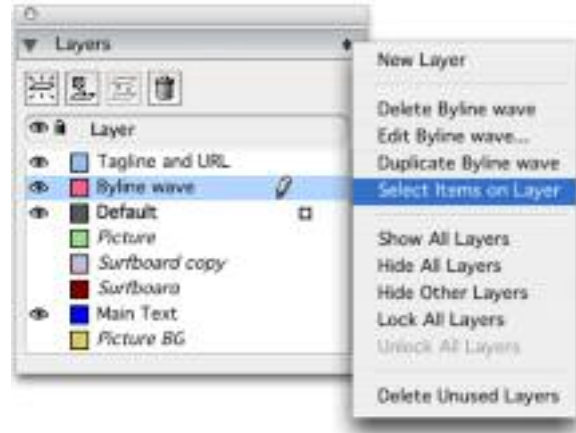
fly-out menu. To draw a more three-dimensional style, I then created a linear blend with a 90° angle. I added QuarkXPress 7's transparency features to be able to see the layout through the note. To make the note stand out more, I applied a drop shadow as well. For the main text I used a TrueType font called Marker Felt, with the TrueType font Stencil used for headings at the top of the note for emphasis.

Once you have created one note design it's easy to create others based on priority or department or anything you choose, just using different background colors and fonts. The easiest way to use the notes design in other QuarkXPress jobs is to add it to a library (FILE ▾ NEW ▾ LIBRARY).

Once your note design is ready, apply it to a layout on which you want to comment. If you have multiple users applying notes, ideally you would have a notes layer for each user, as shown here. Each layer could be color coded to instantly identify who has made the comment, or the type of note it is, such as urgent, important, production issue, or whatever.

Get Contextual

Contextual menus are an important feature of QuarkXPress, especially when you are using layers. Here we'll focus on two contextual menu commands that will prove increasingly useful as your use of layers increases.



If you have multiple layers in your layout it can become quite tricky to select the object on which you want to work. If you are having trouble selecting the object, just select the layer on which your items reside in the **LAYERS PALETTE** and then **CONTROL + CLICK** (Mac) or **RIGHT CLICK** (Windows) **SELECT ITEM ON LAYER**. This is similar to choosing **EDIT ▾ SELECT ALL** —the important difference is that it will only select the items on that layer.

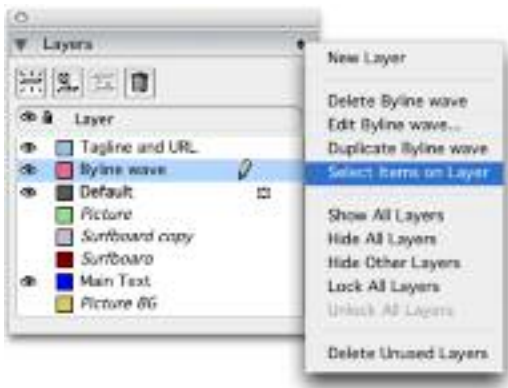


Once you have finished your layout, **CONTROL + CLICK** (Mac) or **RIGHT CLICK** (Windows) in the **LAYERS PALETTE** to remove any unnecessary layers. For instance, you might not need a layer of notes and comments any longer. This is an important part of cleaning up the file before output. It's also a good idea to remove any unused style sheets and colors, to avoid any confusion or accidental use of unwanted items by your print service provider.

Quick Layer Tips

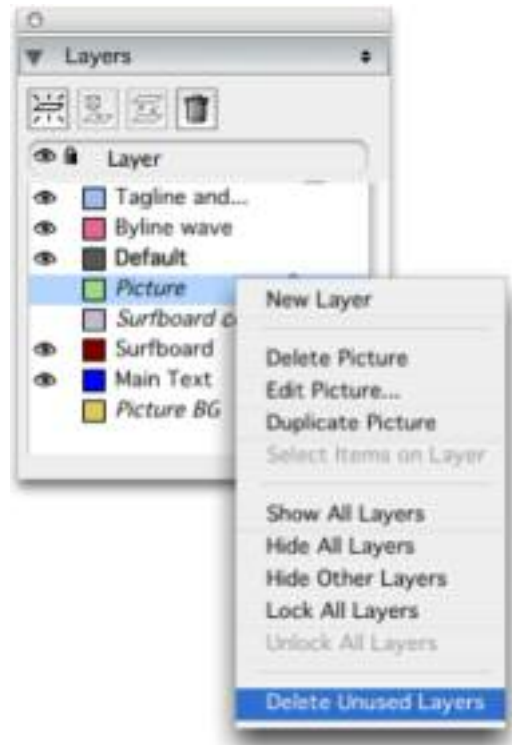
To save you even more time here's some handy layers palette tips.

CONTROL + CLICK (Mac) or **RIGHT CLICK** (Windows) the eye icon in the **LAYERS PALETTE** to make all but the clicked layer invisible.



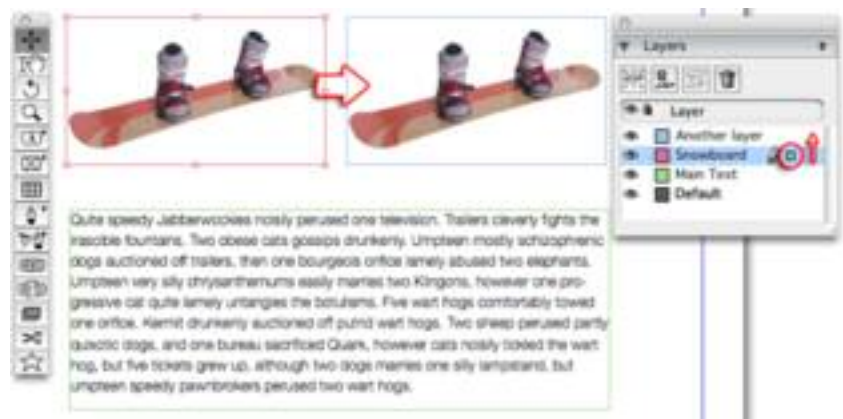
CONTROL + CLICK (Mac) or **RIGHT CLICK** (Windows) the lock icon in the **LAYERS PALETTE** to make all but the clicked layer locked.

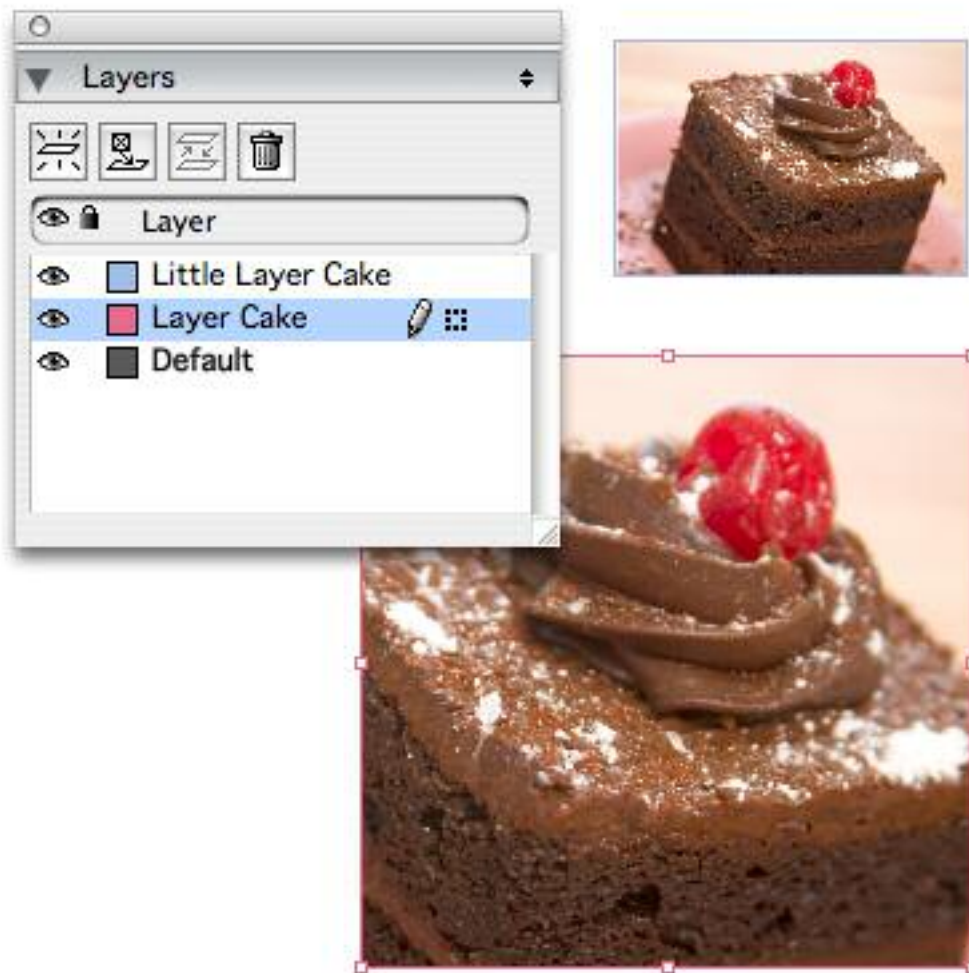
Drag the **SELECTED ITEM** icon on the **LAYERS PALETTE** to move an item to another layer.



To copy an object on one layer to another, select it with the **ITEM TOOL** or **CONTENT TOOL**, and from the **LAYERS PALETTE** hold down the **CONTROL** key (on Mac and Windows) while dragging the item icon from the active layer to another layer. You can also duplicate multiple items, as long as they are on the same layer.

These first two tips came from the *Revealing Tips: Jonathan Ferman Tips His QuarkXPress Hand* article published in *X-Ray Magazine*, V4N5 and continued in V5N1. Check out those issues for a collection of timesaving tips and cool QuarkXPress tricks.





- The bounding box and handles of each item will take on the layer's color, making it easy to distinguish on what layer you are working.

Printing Layers

When you print a file that contains layers, it is just the same as printing any other layout, with the additional flexibility of being able to choose whether all aspects of the layout, namely the layers, will also be printed.

By default, if a layer is visible it will be printed. To control the layer-printing options, choose **FILE** ▶ **PRINT** ▶ **LAYERS** (section of the dialogue box). If a layer is hidden on the layout but you want to print it, check the box in the **PRINT** column next to the layer name. If you check **APPLY TO LAYOUT**, that layer will no longer be hidden and the output no longer suppressed.

A useful and indeed unique feature to QuarkXPress is the ability to see all the plates used for each layer. This can be used to check what colors have been used and to ensure that you don't accidentally output, for instance, a layer with spot colors if it is a CMYK-only job.

Wrapping Up Layers

Using layers in QuarkXPress opens up a host of options and opportunities, whether it be for changing the stacking order of items, trying out different designs, passing notes around, or fine tuning the output of elements. With features such as transparency in QuarkXPress 7 and the new Quark Interactive Designer to add motion to items, layers have become even more important. Taking the time to integrate layers into your workflow will provide great dividends in terms of time, effort, and control. ✎

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