

# Quark Tips

## REMOVING FACING PAGES

The Castle Press  
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There are times that you will want to remove facing pages from a QuarkXPress document. (See Quark Tip “Creating Books.”)

If Facing Pages is checked but unavailable in the Document Setup dialog box, your document contains facing-page master pages.

To change from a facing page to a single page document, you must change all facing page master pages to single page master pages by dragging the blank single page icon in your document layout box over the master pages.

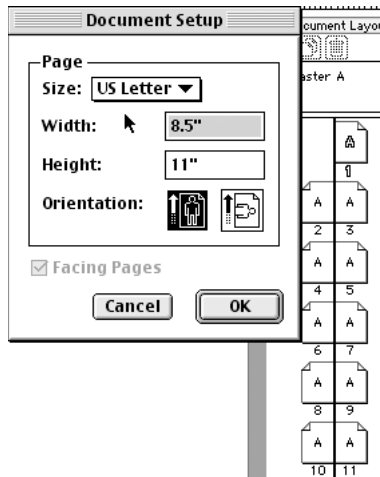
Warning!!!!

All formatting on the associated document pages will be lost.

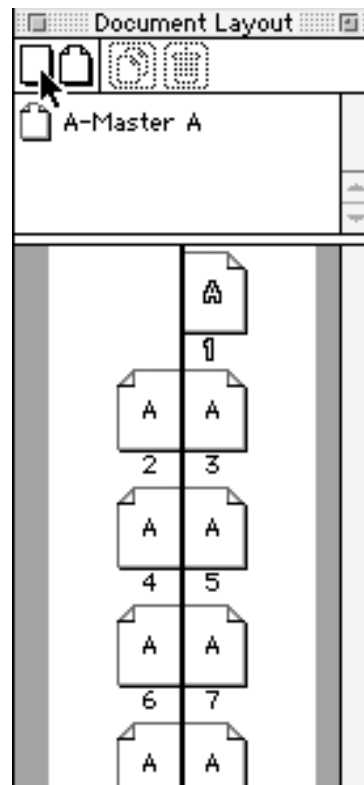
Then choose File → Document Setup and uncheck Facing Pages.

### GLOSSARY

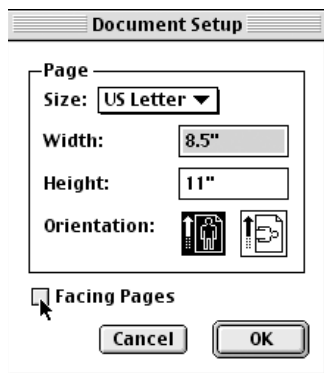
Facing Pages Alternating left and right pages as in books and magazines. Facing page documents measure inside and outside margins, rather than left and right margins.



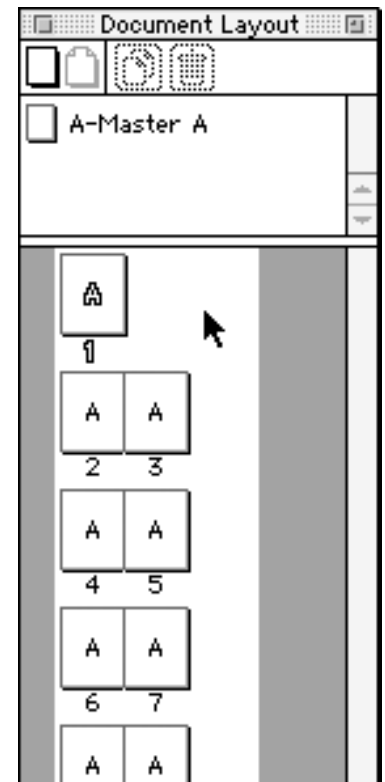
A Facing pages grayed out



B Drag blank single page over the Master Page



C Deselect Facing Pages



D Document Layout after deselecting Facing Pages