

# Quark Tips

## RESIZING TEXT AND IMAGES VISUALLY

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### GLOSSARY

Handles Small shapes, usually square, displayed on the edges of boxes, text, paths, and lines. They are used to resize or reshape these items.

In QuarkXPress, you can resize text and images in a box by using modifier keys and dragging a box handle.

For text:

Press the Command key while dragging a text box handle. This will resize the box, point size, auto leading, and text scaling in proportion to the box dimensions.

Press the Command-Option-Shift keys while dragging a text box handle. This will resize the box, point size, auto leading, and text scaling in proportion to the original box dimensions.

NOTE:

You cannot use modifier keys to resize text in a linked text box.

For images:

Press the Command key while dragging a resizing handle. The contents will stretch, condense, enlarge, or shrink, depending on how you resize the box.

Press Command-Option-Shift to resize a box and scale the contents proportionally.

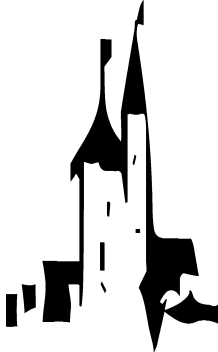
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A Text and Picture box at original size



B Text and Picture box scaled in proportion to the box



C Text and Picture box scaled proportionally