

Quark Tips

TEMPLATES

The Castle Press
1222 North Fair Oaks Avenue
Pasadena, CA 91103
800-794-0858
www.castlepress.com

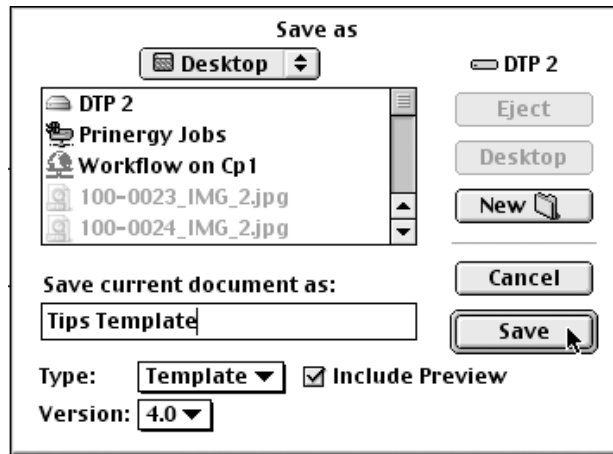
GLOSSARY

Template A preformatted write-protected document used as a basis for creating new documents that will share common elements.

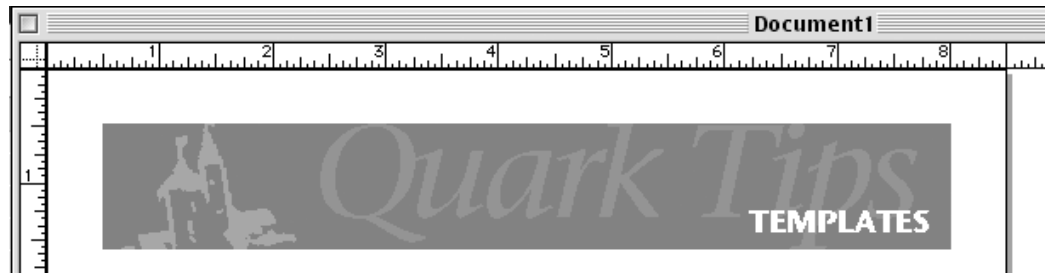
Templates are preformatted documents that are write-protected. Templates should be created for any documents that use that same format repeatedly. All style sheets, colors, H&Js and master pages should be saved with the template. All nonessential items should be deleted.

To save a file as a template choose **File** → **Save as** and enter a name in the **Save current document as** field. Select **Template** from the **Type** pop-up menu and then click **Save as** shown in Illustration A.

When you open a QuarkXPress template, you are opening a copy of the document. The name will be “Document” with a number following it as shown in Illustration B. The number represents how many new documents you have opened. You don’t have to worry about overwriting the original template.



A *Save as dialog*



B *Showing naming convention for templates*