

Quark Tips

ANCHORING BOXES AND LINES IN TEXT

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GLOSSARY

Clipboard The place in the computer's memory where the last item you cut or copied is temporarily stored.

Content tool Imports and edits text and pictures, and imitates most Item tool functionality.

Text Insertion bar The blinking bar in an active text box to indicate the Text Insertion point.

Text Insertion point The point in a text box where newly entered or imported text is placed, indicated by the Text Insertion bar.

Item tool Selects, moves, resizes, and reshapes items (boxes, lines, text paths, and groups) and reshapes clipping and runaround paths.

Leading The space between lines of text, usually measured from baseline to baseline.

Ascent The value specified by the font designer to indicate the amount of space needed to accommodate a font above its baseline.

Baseline The imaginary line upon which the type or anchored items appear to sit in a text box.

QuarkXPress allows you to anchor boxes and lines into text. This lets them reflow like other characters in the text.

To anchor an item, select the Item tool and then the item you want to anchor. Choose **Edit → Cut** (Command-C) to place the item on the clipboard. Select the Content tool and place the Text Insertion bar where you want to anchor the item. Choose **Edit → Paste** (Command-V) to anchor the item at the text insertion point. Adjust the leading of the paragraph containing the item as necessary by choosing **Style → Leading**.

To control the positioning of anchored items in text, select the item with either the Content tool or the Item tool and choose **Item → Modify → Box**. In the **Align with Text** area, click

Ascent for a drop cap or **Baseline** for a raised cap. Enter a value in the **Offset** field to raise or lower the item and then click **OK**.

Anchored items can be resized and reshaped like any other item.

To delete an anchored item, highlight it, or insert the Text Insertion bar after it and press **Delete**.

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A Placing Text Insertion bar

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B Inline graphic