

Quark Tips

DOCUMENT PREFERENCES

The Castle Press

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The **Document** command displays the **Document Preferences** dialog box, which lets you customize the default settings of a Quark document. Any changes made to the **Document Preferences** while a document is open will affect only that document.

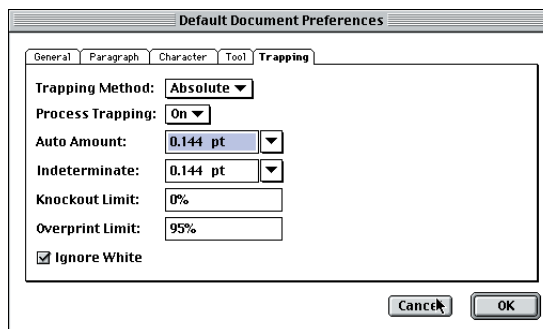
changes you make in QuarkXPress while no document is open determine the default settings for every document you create from then on. This includes not only **Document Preferences**, but also changes to colors, style sheets, and H&Js.

GLOSSARY

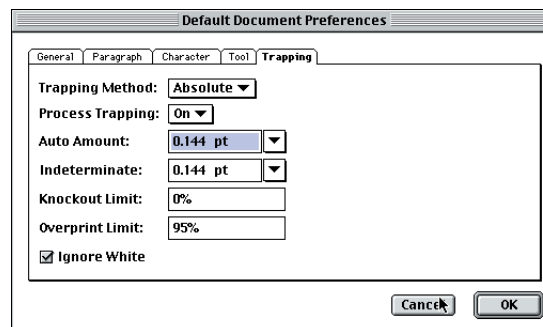
Preferences The **Preferences (Edit menu)** commands display boxes that let you modify default values and enable or disable various Quark features.

Style Sheets QuarkXPress has paragraph style sheets and character style sheets. A paragraph style sheet is a saved set of paragraph formats with an embedded character style sheet. A character style sheet is a saved set of character attributes.

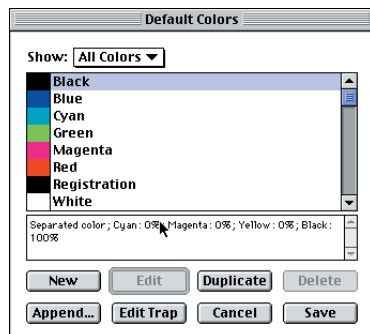
H&Js The **H&J command (Edit menu)** lets you specify hyphenation and justification to control the way words are hyphenated in both justified and nonjustified paragraphs, and how space is added or subtracted between characters and words in paragraphs.



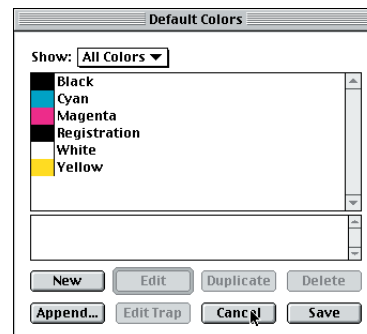
A Document Preferences (Trapping) before change



B Document Preferences (Trapping) after change



C Default Colors before change



D Default Colors after change (RGB colors removed from palette)

Any