

Digital Tips

SPLITTING QUARK DOCUMENTS

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

Sometimes it might be beneficial to be able to split large documents. Maybe you are waiting for images or text to come from your client, but you know that this is a rush job.

You would like to be able to start getting part of this job to The Castle Press.

This can be accomplished in several ways depending on how your document is set up.

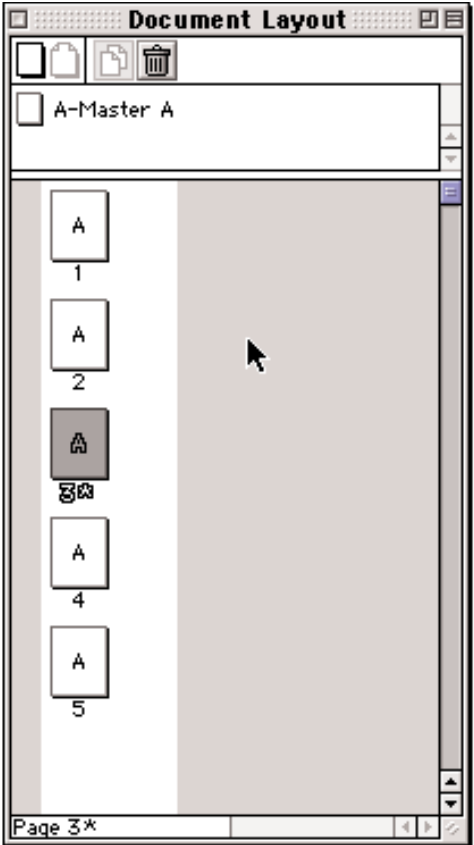
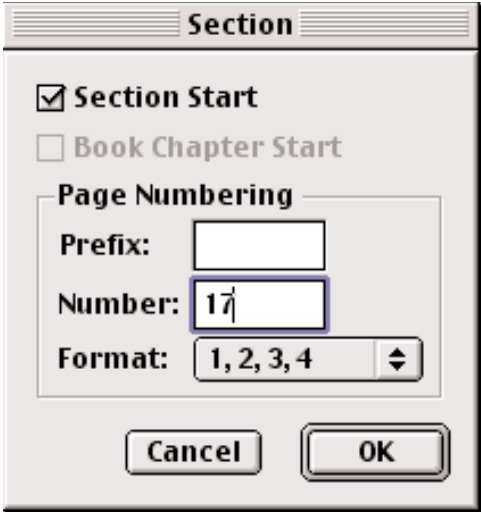
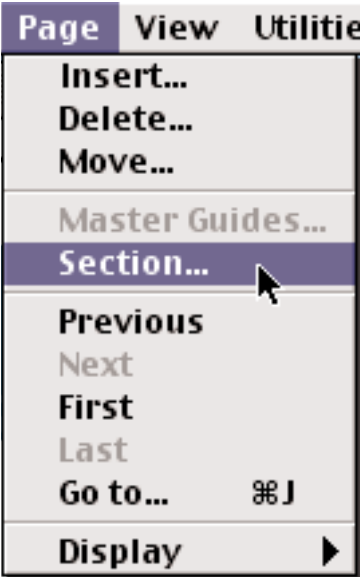
If you are not using any master pages in your document, it is as easy as deleting pages and doing a save as. name your your documents with the corresponding page numbers.

If you are using master pages, then you will need to section your document.

On the Document Layout palette, double click on the starting page of your section. On the menubar, select **Page** and then **Section**. Check the **Section Start** box. In the Number box, type in the folio of the starting page of the section. If your are using letters or Roman Numerals, change the **Format** dropdown.

You can then delete all pages before and after your section and save as a separate document with the corresponding pages in the name of the file.

GLOSSARY



A Sectioning your QuarkXPress document

B * indicates Section start