

For this exercise, you will make your own instruction sheet for making a simple page in Quark.

1) ⌘ N to make a new page

2) ⌘ Shift 4 then draw a marquee around the Tool Box and the Character Attributes Palette to acquire a pict image of it (this is a Mac Command, not just for Quark).

3) Draw a Picture Box and switch to the Content Tool and ⌘ E to import the Screen Shot.

4) Make a Text Box beside each of the tools and lable them as seen here. Notice at the bottom of the page that the Measurements Palette changes it's look when you move from Picture Box to Text Box.

5) Type the name of each tool in the text box that is beside it.



Item Tool

Content Tool

Rotation Tool

Zoom Tool

Text Box Tool Set

Picture Box Tool Set

Tables Tool

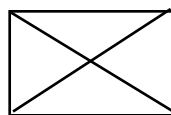
Line Drawing Tool Set

Text Path Tools

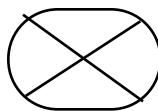
Linking Tool

Unlinking Tool

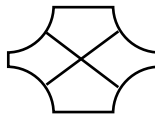
Scissors Tool



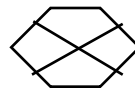
Rectangle Picture Box



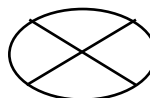
Rectangle Picture Box



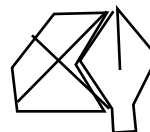
Concave-corner Picture Box



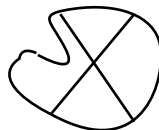
Beveled Corner Picture Box



Oval Picture Box



Bezier Picture Box



Freehand Picture Box

6) Draw a Picture Box ⌘ B to bring up the Modify Dialogue Box and add a 1 pt stroke to the box, then draw two lines across it where the box shows lines and lable it. This is your illustration. The first one will be the Rectangle Picture Box. Then, make illustrations for each of the 'hidden' Picture Box Tools. labling them as well as shown here.

7) Do the same with each of the tool sets that has 'hidden' tools: The Text Box Tools, The Line Drawing Tools and The Text Path Tools.

7) As before, ⌘ Shift 4 then draw a marquee around the Measurement Palettes and repeat Step 3, importing each of the palettes.

• TIP - You can get the name of each tool by rolling the cursor over it and reading the 'tool tips' (this is also part of the basic Mac OS and not of Quark).

Measurement Palettes

