



Projects and Layouts

Before we proceed further with describing how to build your document, I need to talk a bit about the new concepts of projects and layouts introduced in QuarkXPress 6. XPress files created in earlier versions have one layout space, which I've always just called a document. Now, you can create multiple layouts in a single file, which can be a handy way of organizing related documents.

For example, you might be creating several documents for a client—a letterhead, an envelope, and a business card, as well as a simple Web site. You can store all of these as layouts in the same file, now called a project. Each layout can have its own page size, orientation, method of output, and so on.

Each project can contain as many as 25 layouts. Each layout is defined either as a print layout, which works essentially like a print document in QuarkXPress 4 or 5, or a Web layout, which is similar to the Web document in XPress 5.

A word of warning here: While projects are generally good things, keep in mind that files can become corrupted. If your project becomes corrupted, you'll lose all the documents which are contained in it.

Projects

A project is the file that is a container for your layouts. It also includes those attributes that can be exchanged between documents in the Append dialog boxes—style sheets, colors, H&Js, lists, dashes & stripes, and hyperlinks. For Web layouts, it also stores menus, font families, meta tags and cascading menus.

This means that in a project which contains a letterhead, envelope and business card, for example, that each layout shares the same colors, styles, and so on. And if you change the colors or style sheets in one layout, they'll be changed in the other layouts in the same project.

Within a project, you can also synchronize the text between two or more layouts using the new Synchronize Text palette. I discuss this in Chapter 5, *Word Processing*.

Layouts

A layout is a document that has a particular type of content—for output either in print or on the Web. It contains any of the QuarkXPress items that I describe throughout this book—text boxes, picture boxes, contentless boxes, lines and text paths. It also contains any guides created in that layout. Master pages and layers are also layout-specific; each layout in a project can have its own, different than any other layout in the same project.

Preferences are also stored individually in each layout. These include things like tool preferences, measurement units, and zoom settings. Hyphenation exceptions and settings in the Trap Information palette are layout-specific as well.

When you check spelling, or use the Find/Change dialog box or the Index palette, these operations only take place within the currently selected layout. Although a List definition can be used in any layout within a project, when you build a list, it only uses the currently active layout.

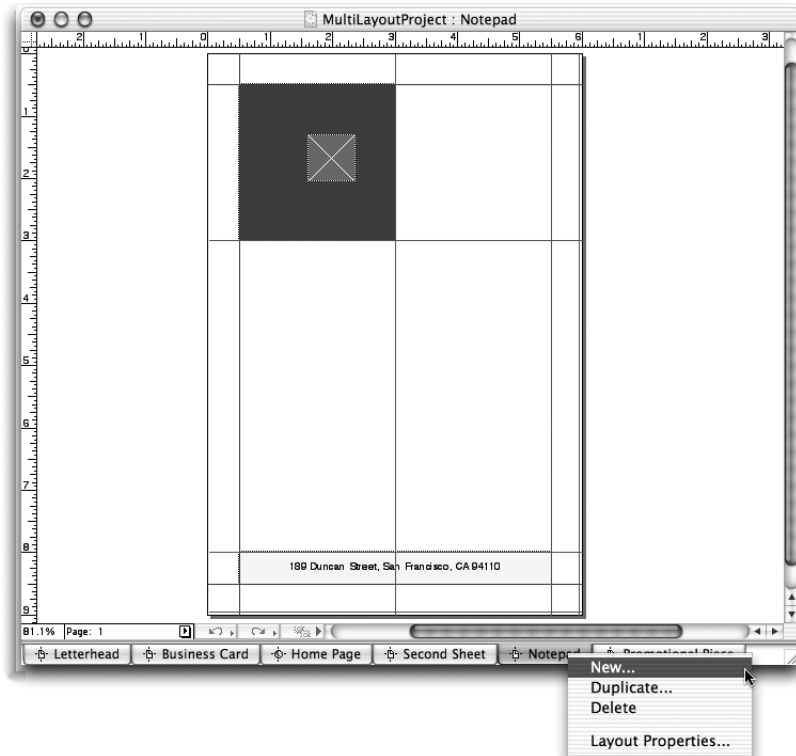
When you print, export to PDF, save a page as EPS, or collect for output, the action only affects the current layout.

Creating a New Layout

Once you have created a project (which always has one layout space in it), you can add new layouts to your file. However, see “Layout Limitations” below to decide whether a multi-layout project is appropriate for the kind of work you're doing.

To create a new layout, choose New from the Layout menu or Control-click (right-click) on the tab of a layout and choose New (see Figure 4-6). As you add

Figure 4-6
The Layout Space
context menu



layouts to your file each one shows as a tab with the layout name at the bottom of your project.

When you create a new layout, you see a dialog box exactly the same as when you create a new project, except that in the title bar it says New Layout.

Working with Layouts

To navigate from one layout to the next, click on the tab of the layout you want in the lower-left corner of the document window. (If not all the tabs are visible a popup menu appears at the right end of the tabs which allows you to select one.) You can also choose Previous, Next, First or Last in the Layout menu. There is also a Go To submenu in the Layout menu, where you can choose the name of the layout you want to view. Unfortunately, I haven't been able to find a keyboard shortcut to jump to a particular layout.

You can duplicate a layout by choosing Duplicate from the Layout menu. This duplicates all the elements of a layout, including master pages, layers, guides, and any items you have placed on the pages. However, items that are on the pasteboard, outside of the page area aren't included. Note that if you change the layout type—from Print to Web or vice versa—certain objects will be changed. I talk about conversions between media types in Chapter 14, *Going Online with QuarkXPress*.

- ▶ You can't drag-and-drop page items from layout to layout because you can't see more than one at a time. Instead, copy elements and then use Paste or Paste in Place from the Edit menu to duplicate items.
- ▶ If you're working with QuarkXPress's Book feature (see Chapter 8, *Long Documents*), you won't be able to work with projects that have multiple layouts. Book chapters can only contain projects with a single print layout.
- ▶ You can't copy guides or master pages between layouts. As a workaround, use the Duplicate command from the Layout menu when you begin creating a layout to duplicate guides and master pages from an existing layout.

You should think carefully before you create multiple layouts in a project. These work best for simple layouts that share common attributes like styles, colors, H&Js, and other attributes which can be appended. Because these attributes are shared at the project level, it makes it easy to keep them synchronized. Multi-layout projects also work well when you want to synchronize text (see Chapter 5, *Word Processing*).

Where multi-layout projects don't work well is when you need to have layouts where the precise positioning of elements is critical. Since layouts can't share master pages or copy guides, it's difficult to make sure that page items share the same page positioning.

