

Migrating from QuarkXpress to Adobe InDesign



By **Bobbi Clements**
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Working with Fonts

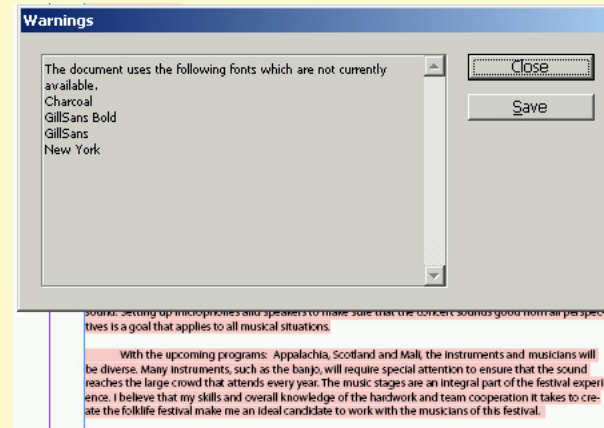
Page 1

Opening a file with missing fonts, OR substituting out the fonts in your entire document.

Adobe InDesign CS

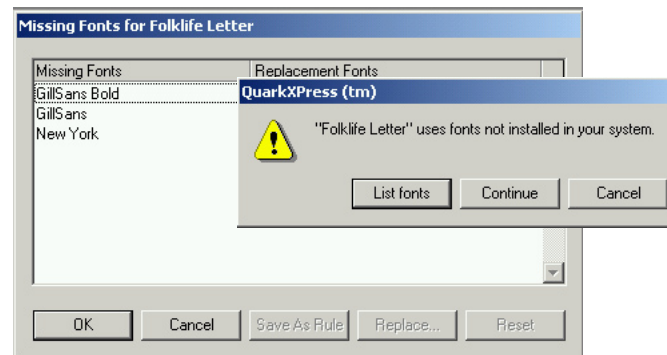
When you open a file with missing fonts, you receive a warning dialog box, this initial dialog box gives you a list of the fonts that are missing in the file and allows you to save the listing as a text file.

PLUS an extra feature, notice the pink highlight. The copy that contains the missing font is highlighted. This feature is set in your default preferences. Choose Preferences > Composition and select the option highlight substituted fonts.



QuarkXpress

When you open a file with missing fonts, you first receive a warning dialog box in which to respond to, asking you if you want to list the fonts or continue.



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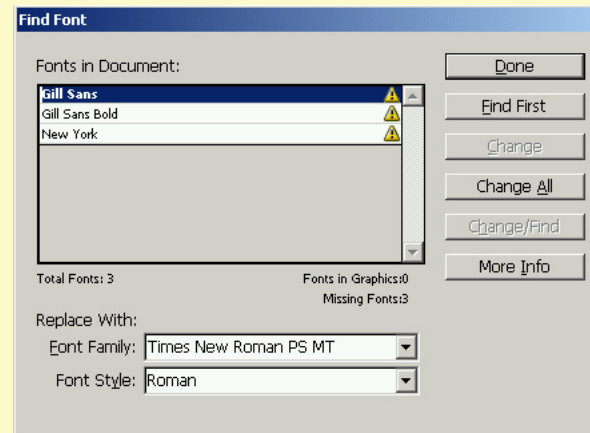
Working with Fonts

Page 2

Changing the fonts used in the file globally or only on a particular page.

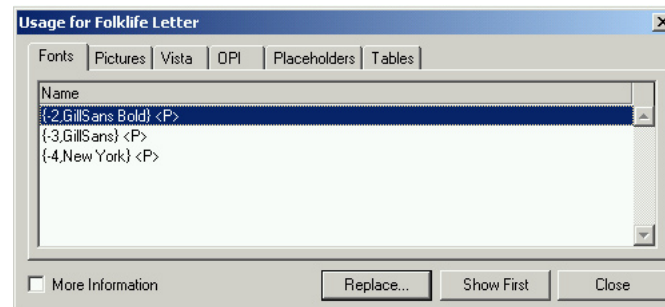
Adobe InDesign CS

Choosing from the menu bar Type > Find Font... will open this dialog box, allowing you to find the fonts AND decide if in that instance you want to substitute a different font. To change all usage of a particular font in a document you simply select the font and then the button Change All. So you can do both global or selective replacement of a font.



QuarkXpress

You choose Utilities > Usage... and the dialog box will allow you to look at where the font is, however, ALL fonts in the entire document will be substituted.



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Working with Fonts

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Inserting Special
Characters within your text

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When you want to insert a special character within your text, it is simply a matter of doing a right mouse click. The context sensitive menu will allow you to choose Insert Special Character, which can also be chosen from the menu bar by choosing Type > Insert Special Character.

Paste	Ctrl+V	Bullet Character	Alt+8
Font		Copyright Symbol	Alt+G
Size		Ellipsis	Alt+;
Find/Change...	Ctrl+F	Paragraph Symbol	Alt+7
Check Spelling...	Ctrl+I	Registered Trademark Symbol	Alt+R
Text Frame Options...	Ctrl+B	Section Symbol	Alt+6
Show Hidden Characters	Alt+Ctrl+I	Trademark Symbol	
Insert Special Character		Em Dash	Alt+Shift+-
Insert White Space		En Dash	Alt+-
Insert Break Character		Discretionary Hyphen	Shift+Ctrl+-
Fill with Placeholder Text		Nonbreaking Hyphen	Alt+Ctrl+-
Tag Text		Double Left Quotation Mark	Alt+[
Interactive		Double Right Quotation Mark	Alt+Shift+[
Edit in Story Editor	Ctrl+Y	Single Left Quotation Mark	Alt+]
		Single Right Quotation Mark	Alt+Shift+]
		Tab	Tab
		Right Indent Tab	Shift+Tab
		Indent to Here	Ctrl+]
		End Nested Style Here	

QuarkXpress

There is no menu for special characters. You must know the keyboard shortcut, or copy and paste the character from another location. Which is always a hassle when you are trying to remember the code for doing auto page numbering on the master page.

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When you are creating a master page and you need to insert the auto page number or even a continued on next page. No need to remember the keyboard shortcut, again just use the context sensitive menu or the menu bar.

Paste	Ctrl+V		
Font			
Size			
Find/Change...	Ctrl+F		
Check Spelling...	Ctrl+I		
Text Frame Options...	Ctrl+B		
Show Hidden Characters	Alt+Ctrl+I		
Insert Special Character		Auto Page Number	Alt+Shift+Ctrl+N
Insert White Space		Next Page Number	Alt+Shift+Ctrl+]
Insert Break Character		Previous Page Number	Alt+Shift+Ctrl+[
Fill with Placeholder Text		Section Marker	
Tag Text			
Interactive			
Edit in Story Editor	Ctrl+Y		