

VERSION 6

- Create Arabic publications on QuarkXPress™ easily and effectively
- Designed for use with QuarkXPress 6.0
- Mac OS X Compliant

ArabicXT™

Your Arabic Publishing Solution



User's Manual

This program contains XTensions™ that enable it to be used with QuarkXPress™ for Apple Macintosh.

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Table of Contents

Getting StartedT	6
Hardware Requirements	7
Software Requirements	7
ArabicXT Packing List	7

Installation 9

Installing QuarkXPress	9
Installing the Hardware Keys	9
Installing ArabicXT	11
Registering ArabicXT	11
ArabicXT Activation	11

ArabicXT Menu Items 12

Tag Box to Arabic	12
Tag Box to Latin	12
Set Ligatures ON/Set Ligatures OFF	13
Copy Attributes/Paste Attributes	13
Layout Utilities	14
Change Numbers Font	15
Flip Numerics	16
Insert Arabic in Latin	17
Put Arabic Text on Curve	17
Sort Arabic Text	17
Flip Document Layout	18
Get Windows Arabic Text	19
ArabicXT Preferences	20

Working with Arabic text 23

Mixing Latin with Arabic	23
Editing Latin Text in an Arabic Text Box	23
Changing Text Attributes by Language	24
Searching and Replacing Arabic Text	28
Changing the Default Arabic Font	29
Changing the Default Latin Font	31
Controlling Automatic Kashida Insertion	31
Selecting and Manipulating Vowels	32

Setting Arabic Tabs	33
Importing Arabic Text	36
Importing XPress Tags	37
Converting Arabic Text into Boxes (Curves)	37
Creating an Arabic List	38
Creating an Arabic Index	41

Working with Arabic documents 43

Saving Arabic Documents	43
Opening Latin Documents	43
Fixing Corrupted Documents	43
Changing the Latin Mixing Method	43
Creating Facing Pages Documents	44
Using Automatic Page Numbering	44

ArabicXT Keyboard Layout 46

ArabicXT Font Mapping 47

ArabicXT Alert Messages 48

Getting Started

Welcome to ArabicXT 6.1, the award winning QuarkXTensions™ and powerful page layout software available today from Layout Ltd.

ArabicXT software is an XTensions to QuarkXPress that allows publishing in Arabic. ArabicXT turns QuarkXPress into a Bidirectional Professional Electronic Publishing System that supports the Arabic language. Ideally suited for professional publishers, ArabicXT is a unique solution that utilizes all features and direct-editing capabilities of QuarkXPress.

About this Users Manual

This guide is designed to help you master ArabicXT as it provides you with a complete overview on ArabicXT diverse functionalities to ensure optimal bilingual publications.

We assume in this guide that you are already familiar with the MAC OS environment. Additionally, since ArabicXT is a QuarkXPress XTensions, you should also be familiar, and have a good working knowledge, with QuarkXPress.

Technical Support

Should you require any help, contact our Technical Support department by E-mail, Fax or telephone. Our support team is available 5 days a week, Monday through Friday, from 8:00 AM till 5:30 PM to assist you and answer all your queries.

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Hardware Requirements

ArabicXT 6.1 requires the following hardware:

Macintosh Version

- ✧ Power-PC G3 or faster processor
- ✧ CD-ROM Drive for Installation
- ✧ 128MB Available Memory/RAM (XPress Requirement)
- ✧ 230MB Available Hard-disk Space (XPress Requirement)
- ✧ MAC OS X (10.2 or above)

Software Requirements

ArabicXT 6.1 requires QuarkXPress Version 6.1

ArabicXT Packing List

Your ArabicXT Packing List should include:

- ✧ ArabicXT Installation CD
- ✧ Hardware lock key (dongle)
- ✧ ArabicXT KeyCode paper (only with Full package with dongle).
- ✧ Registration card

Note

If any of these items are missing, please contact your local dealer immediately.

Installing QuarkXPress

Before you install ArabicXT you must install a complete working copy of QuarkXPress. Please follow the instructions in your QuarkXPress User's Guide to successfully install your QuarkXPress package.

Installing ArabicXT Dongle

You should install the dongle before you install the program. All full versions of ArabicXT for Macintosh are shipped with a USB dongle.

- [1] Connect the dongle into the USB port.
- [2] ArabicXT will automatically install the EVE3 Framework located inside the Frameworks inside the Library folder which is found in your Hard Disk. This is needed for the system to recognise the USB dongle.
- [3] Restart your computer.

Installing ArabicXT

Double click the ArabicXT installer and follow the instructions. Choose the XTension folder inside the QuarkXPress folder where ArabicXT should be installed. The installer will copy the needed fonts to your system folder, create the ArabicXT folder which will contain the user guide, and place the ArabicXT XTension in the selected QuarkXPress XTension folder.

Shut down and connect the protection Key "dongle" to the USB port.

Restart the computer and launch QuarkXPress.

Registering ArabicXT

Complete the ArabicXT registration card and mail it to the address shown on the card. By registering ArabicXT, you enter into our customer database and are entitled to receive 10 free Arabic fonts, free customer support and a 90-day warranty on your software, including free updates.

ArabicXT Activation

For more details regarding ArabicXT Installation and Activation, refer to the addendum found on this CD to know all the facts of starting ArabicXT with the Dongle based KeyCode Scheme.

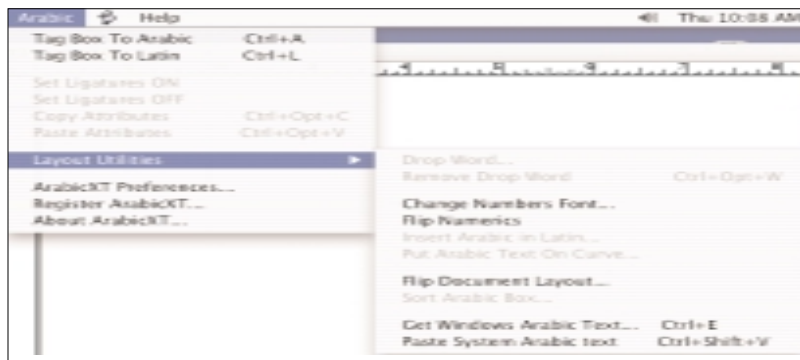
ArabicXT adds a new **Arabic** menu entry to the QuarkXPress menu bar. This menu entry contains most of the ArabicXT commands that allow you to integrate the writing and editing of Arabic text.

Tag Box to Arabic

This menu command allows you to tag a text box to Arabic, which will mark it as an Arabic box:

- [1] Choose any of the text box tools from the tools palette and draw a text box.
- [2] Choose the content tool from the tools palette.
- [3] Go to the Arabic menu and choose **Tag Box to Arabic** (Ctrl+A for Mac).

This will move the cursor to the right and will automatically set the type style to the default Arabic font and size.



Tag Box to Latin

This menu command allows you to set the text box language to Latin (i.e. English, French or any Roman language):

- [1] Choose any of the text box tools from the tools palette and draw a text box.
- [2] Choose the content tool from the tools palette.
- [3] Go to the Arabic menu and choose **Tag Box to Latin** (Ctrl+L for Mac).

This will move the cursor to the left and will automatically set the type style to the default Latin font and size.

When a text box is still empty, you can tag it back and forth from Latin to Arabic. When the text box is filled with text, you cannot change its language tag unless you empty the text box.

Note

You can set the default language tag that will be used every time you create a new text box. See ArabicXT Preferences section.

Set Ligatures ON/Set Ligatures OFF

ArabicXT has a pre-set function that allows the use of ligatures in Arabic. A ligature is a collection of 2 to 3 characters that form a single character, such as the following:

لح instead of ل ه ج

- ✦ If you want to apply ligatures on a text. Select the text and choose **Set Ligatures On** in the Arabic menu.
- ✦ If you want to remove ligatures on a text. Select the text and choose **Set Ligatures Off** in the Arabic menu.

Note

The default ligature selection can be turned On and Off from the ArabicXT Preferences dialog box. See ArabicXT Preferences section.

Copy Attributes/Paste Attributes

These menu commands are very useful when you want to apply the same font, size, color, shade, and type style to text more than once:

- [1] Select a range of text with attributes to be copied.
- [2] Choose **Copy Attributes** (Ctrl+Alt+C for Mac) in the Arabic menu.
- [3] Select the text on which you would like to apply the attributes.
- [4] Choose **Paste Attributes** (Ctrl+Alt+V for Mac) in the Arabic menu.

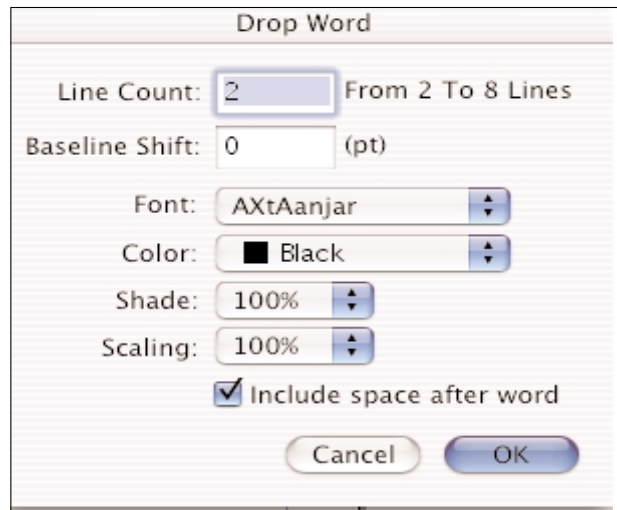
Layout Utilities

Drop Word/Remove Drop Word

QuarkXPress allows you to drop a character at the beginning of a paragraph over a number of lines, using Drop Cap in the Formats command under the Style menu. Since Arabic text requires that a whole word be dropped instead of one or 2 characters only, ArabicXT allows you to do this quickly:

[1] Go to Layout Utilities in the Arabic menu.

[2] Select Drop Word (Ctrl+W). The following dialog box will be displayed:



Line Count

Specify the number of lines you wish the first word of the paragraph to drop.

Baseline Shift

Specify the amount of baseline shift in points that you want to apply to the word. This option allows you to shift the word up or down to best fit the design.

Include Space After Word

انطلاقاً رالي لبنان الدولي الذي كان يحمل تسمية رالي الجبل سابقاً، كانت عام ١٩٦٨ حين قرر النادي اللبناني للسيارات والسياحة، وهو الممثل الوحيد للاتحاد الدولي للسيارات في لبنان إقامة حدث يحمل الطابع الدولي. وبالفعل نظم النادي الذي يعتبر من أقدم النوادي في المنطقة (تأسس عام ١٩١٧) راليه الذي أطلق عليه اسم رالي الجبل. وقد كان حدثاً بارزاً تميز بحسن التنظيم الأمر الذي أكسبه سمعة جيدة أدت لاستقطاب أبرز السائقين الأجانب للمشاركة فيه. شأن السويدي أوفي اندرسون الذي يشغل حالياً منصب مدير فريق تويوتا - أوروبا ومواطنه أولا سترومبرغ، والإيطالي ساندرو موناري الفائز بكأس الاتحاد الدولي لرياضة السيارات عام ١٩٧٧ ومواطنه اليكس فيوريو، والفرنسيين جان رانيوتي وآلان أوراي وبيار سيزار باروني، إضافة لعدد من أبرز السائقين الشرق أوسطيين ومنهم الإماراتي محمد بن سليم والقطري سعيد الهاجري.

Select to include the space after the word. The space will also be dropped. You may also choose the *Font*, *Color*, *Shade*, and *Scaling* factor for the word to be dropped.

Example:

Drop Word over 2 lines with the space included To remove the drop word effect from selected paragraphs:

[1] Select the paragraph(s) that has Drop Word

[2] Go to Layout Utilities in the Arabic menu.

[3] Select Remove Drop Word (Ctrl+Alt+W).

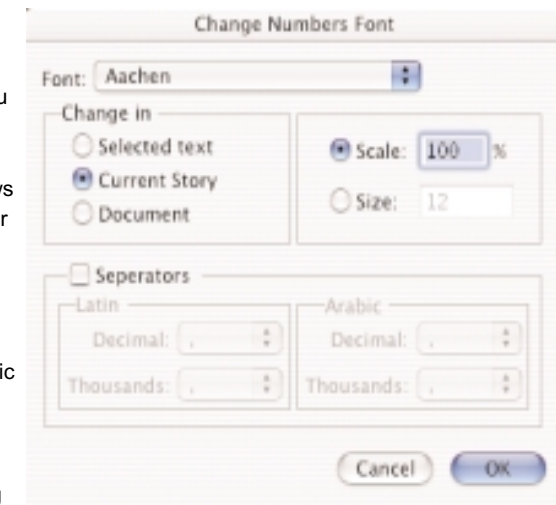
Change Numbers Font

This menu command is used frequently when you need to change all numbers in a story from Arabic into Latin. It allows you to change the font for numbers in the current story, or the entire document:

[1] Go to Layout Utilities in the Arabic menu.

[2] Select Change Numbers Font .

The following dialog



box will be displayed:

Font

Select the font you would like to apply to numbers.

Change In

Choose either selected text, current story, or document in which you would like to change numbers.

Scale

Change the font size up or down in percentage.

Size

Specify a precise point size to be used. This is needed because, in general, Latin fonts have a higher cap than Arabic fonts. Designers usually choose a slightly smaller point size for Latin fonts when mixing with Arabic text.

Separators

Specify decimal and thousands separators while converting the fonts. This will also change the different number separators to new separators

Flip Numerics

Since some word processors save numbers in reverse order, users may face problems when importing Arabic text into their desktop publishing applications.

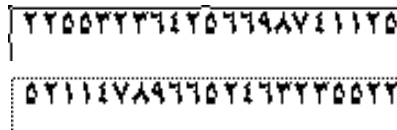
In ArabicXT, this menu command simply reverses the number:

- [1] Select the text box that contains the numerics to be reversed.
- [2] Go to **Layout Utilities** in the Arabic menu.
- [3] Select **Flip Numerics** .

All numbers in the selected story will be reversed

Example 1: 6991 will become 1996.

Example 2:



Insert Arabic in Latin

This menu command is often needed when the initial text box is tagged to Latin, and only few Arabic words are needed. It allows you to enter Arabic text in a Latin box:

- [1] Position cursor in the Latin text box in which you need to type or copy Arabic.
- [2] Go to **Layout Utilities** in the Arabic menu.
- [3] Select **Insert Arabic in Latin** and type Arabic words.
- [4] Press the Return key, or click the **Insert Text** button.

Put Arabic Text on Curve

This menu command allows you to insert Arabic text on QuarkXPress bezier curves:

- [1] Use the Bezier curve tool to draw a curve.
- [2] Go to **Layout Utilities** in the Arabic menu.
- [3] Select **Put Arabic Text on Curve** and type your Arabic text. The text will flow on the curve.



Note

For best results when putting Arabic text on curves, you should have Adobe Type Manager and Type 1 Arabic fonts installed on your system.

Sort Arabic Text

This menu command sorts Arabic paragraphs in an active Arabic text box. A dialog box is displayed to choose the ascending or descending order of sorting.

Note

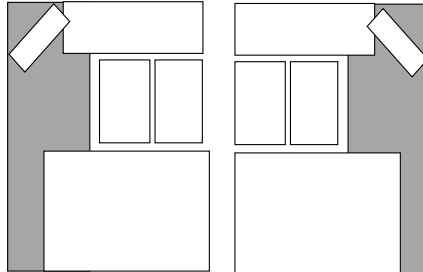
When creating indexes for books with QuarkXPress in Arabic, after QuarkXPress creates the index, you must re-sort the Arabic box using the **Sort Arabic Text** command (see *Creating an Arabic Index* section, in the next chapter).

Flip Document Layout

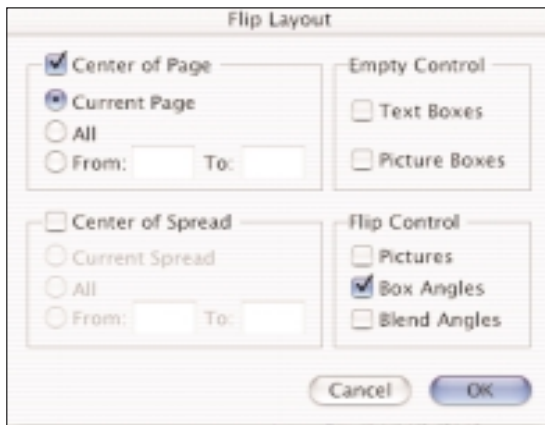
When you create bilingual publications, you may need to flip a whole document layout from right to left, or left to right.

This menu command allows you to flip entire objects on a page according to the center of the page or spread:

- [1] Go to Layout Utilities in the Arabic menu.
- [2] Select Flip Document Layout . The following dialog box will be displayed:



Center of Page



Select to flip the current page or selected pages according to the center of the page.

Select the current page, all pages, or selected pages to flip according to the center of the page.

Center of Spread
Select to flip the current spread or selected

spreads according to the center of the whole spread. This is used in facing pages or brochures with more than one page on the same spread.

Select the current spread, all spread, or selected spreads to flip according to the center of the whole spread.

Empty Control

Select Text Boxes to automatically remove all text from all text boxes. Text boxes are then ready to receive translated text.

Select Picture Boxes to automatically remove all pictures from the picture boxes.

Flip Control

Select Pictures to automatically flip pictures in their boxes.

Select Box Angles to reverse the angle of a box to read correctly. For example, if a box is rotated to 45 degrees in the Latin layout, it will be rotated to -45 degrees in the Arabic layout. (See sample above.) Select Blend Angles to automatically reverse the color blend angles of boxes.

Get Windows Arabic Text (Ctrl+E for Macintosh Only).

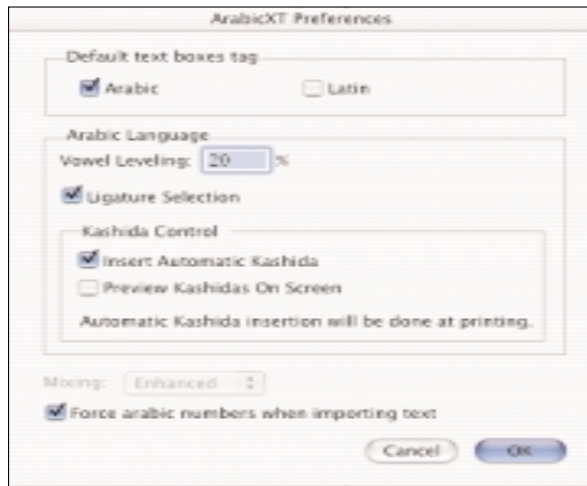
This menu command allows you to import Windows Arabic text files directly into Arabic boxes without having to go through the WinToMac converter or any other converter:

- [1] Select Tag Box to Arabic (Ctrl+A) in the Arabic menu.
- [2] Go to Layout Utilities in the Arabic menu.
- [3] Select Get Windows Arabic Text (Ctrl+E). The Windows Arabic text will be imported into the active Arabic box.

Note:If you put the sequence [XPTWIN] at the beginning of the Windows Arabic file, then even if you do the normal get text, the windows text will come correct.

ArabicXT Preferences

The ArabicXT Preferences dialog box allows you to modify some of the default behavior of ArabicXT.



Default Text Boxes

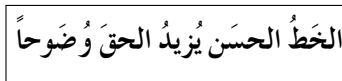
Select Latin or Arabic as the default language in which to tag a text box as soon as it is created.

Vowel Levelling

Arabic vowels are automatically positioned vertically and horizontally over the Arabic character, depending on the height of the character. Input a percentage to control the maximum amount of baseline shift vowels can take when ArabicXT positions vowels.

Mixing

Mixing specifies the mixing Latin with Arabic text logic that ArabicXT follows. Two options are available: Standard and Enhanced.



Standard Mixing is used in ArabicXT 2.5 or earlier documents. If you are publishing an Arabic document which does not contain Latin paragraphs within Arabic text, you should choose Standard Mixing, which works faster and does not turn Auto Kerning Off.

This logic has the following limitations:

- ✘ Latin strings inside Arabic boxes will break at the end of lines in the wrong reading order.

Note

Once an ArabicXT 2.5 or earlier document is saved with ArabicXT 6.0, 5.0, 4.x or 3.0, it will not open correctly in ArabicXT 2.5

Enhanced Mixing is used in ArabicXT 3.0 or later documents. If you are publishing an Arabic document which contains Latin paragraphs within Arabic text, you should choose Enhanced Mixing, which allows you to mix Latin text with Arabic text while keeping the correct reading order for Latin line breaks. This slows performance somewhat, but the result is good.

The following restrictions, however, apply:

- ✘ The Auto Kern Above is set to Off for all new documents.
- ✘ You cannot have different text attributes inside the same Latin string in an Arabic box.

To have Standard and Enhanced Arabic text boxes in the same document, we have developed 2 shortcuts:

- ✘ Ctrl+Opt+Shift+S

This shortcut key converts the selected text box from Enhanced Mixing to Standard Mixing. If no text box is selected, this shortcut key converts the whole document from Enhanced to Standard Mixing.

- ✘ Ctrl+Opt+Shift+E

This shortcut key converts the selected text box from Standard Mixing to Enhanced Mixing. If no text box is selected, this shortcut key converts the whole document from Standard to Enhanced Mixing.

Note

Converting from Standard to Enhanced Mixing will cause Auto Kerning to be

turned Off, which might cause documents to reflow.

Ligature Selection

Click for the default setting of Ligature Selection. From the Arabic menu, you may also Set Ligature ON and Set Ligature OFF on a range of selected text.

Force Arabic Numbers When Importing Text

Click to force numbers in imported text to convert to an Arabic font. This is helpful when you are importing text with Latin numbers, and you wish to force them to Arabic.

Kashida Control

Select Insert Automatic Kashida to automatically insert Kashidas, small connecting characters, when text is justified, for printing and on screen. When you preview Kashida on screen, it will not show if you are in content mode (i.e., cursor is showing). As soon as you go to drag mode (i.e., arrow is showing) by de-selecting the text box, Kashida will show.

When Preview Kashida On Screen is selected, screen refreshes are slowed down.

Mixing Latin with Arabic

To switch language from Arabic to English in an Arabic box, press the control key and right arrow (Ctrl+ ->) for Mac.

Example:

- [1] Create a new text box.
- [2] Go to the Arabic menu and choose Tag Box to Arabic (Ctrl+A for Mac).
- [3] Type your Arabic string.

هذا مثال عن مزج الاتينية مع العربية

- [4] When you wish to insert Latin text, press (Ctrl+ ->) for Mac
- [5] The text font and style will automatically be set to the default Latin font defined in the Normal Style Sheet.
- [6] Type your Latin text.

This is English text هذا مثال عن مزج الاتينية مع العربية

- [7] To switch back to Arabic, press (Ctrl+ <-) for Mac.
- [8] Continue typing your Arabic text.

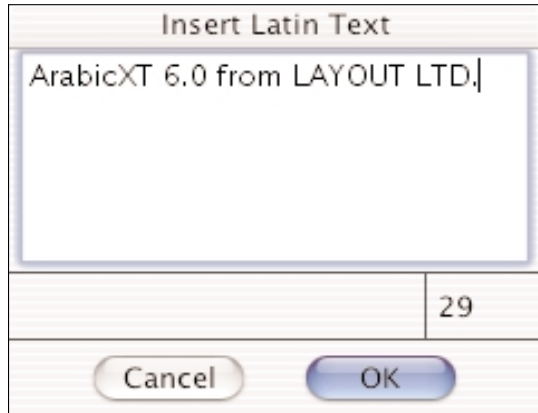
Editing Latin Text in an Arabic Text Box

ArabicXT offers a convenient way of editing Latin text in an Arabic text box:

- [1] Select a Latin text string.
- [2] Press the control key, option key, and right arrow (Ctrl+Opt+ ->) for Mac .
This will copy the Latin text to a small editing window, as shown below:
- [3] Type or edit the Latin text.
- [4] Press the OK button, and the edited string will replace the original one.

Note

The Latin text editor is limited to 256 characters only. Attempting to edit longer text selections will result in an alert message.



Editing Latin Text in an Arabic Text Box works for Enhanced mixing and not for Standard mixing.

Changing Text Attributes by Language

ArabicXT allows you to apply text attributes to a selection of text by language.

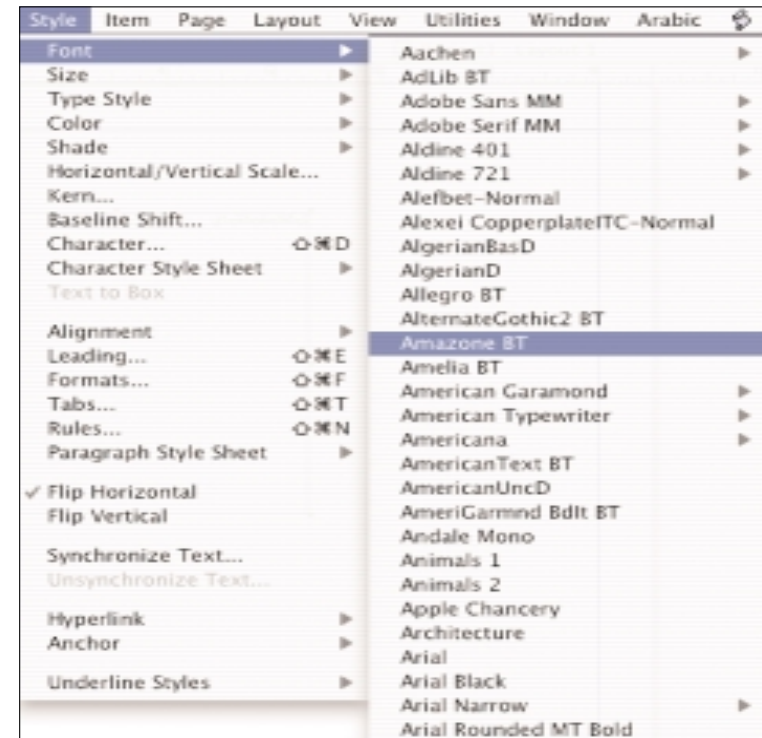
Changing the Font for Latin Text Only

If you have mixed Latin/Arabic text in one box, and you wish to change the font of only Latin text without affecting the Arabic text:

[1] Select the text you wish to affect:

هذا مثال عن مزج الاتينية مع العربية في نفس الكتلة:
 This is some mixed English/Arabic Text. ارابيك اكس
 تي يحافظ على لغة النص المستعملة عند تغيير الخط.

[2] Go to the Style menu. Pull down Font and select a Latin font.



[3] Only Latin text in the selection range is affected. The Arabic text remains the same.

هذا مثال عن مزج الاتينية مع العربية في نفس الكتلة:
 This is some mixed English/Arabic Text. ارابيك اكس
 تي يحافظ على لغة النص المستعملة عند تغيير الخط.

Changing the Font for Arabic Text Only

If you have mixed Latin/Arabic text in one box, and you wish to change the font of only Arabic text without affecting the Latin text:

- [1] Select the text chain you wish to affect.
- [2] Go to the Style menu. Pull down Font and select an Arabic font. Only Arabic text in the selection range is affected. The Latin text remains the same.

Note

If you select a mixed language text and change the font from the Measurement palette, all text selected is affected.

Changing Type Style by Language

Within a mixed language text, you can change the Type Style including Color, Style, Shade, Scaling, and Baseline Shift of a specific language.

To Affect English Text Only in a Mixed Language Selection

- [1] Select the text.
- [2] Before you open the Style menu, hold down the command key (⌘) for the Mac .
- [3] When you choose the command from the Style menu, only English text is affected.

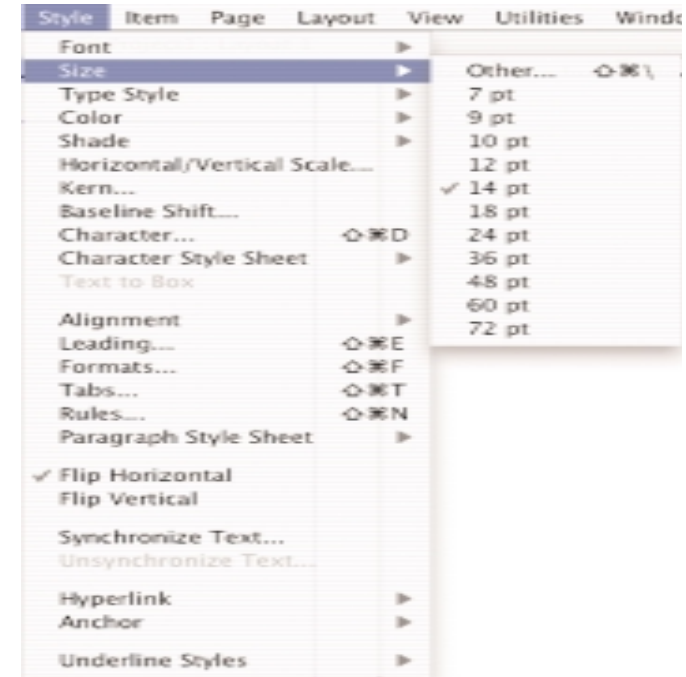
Example:

How do you change the point size of English text in a mixed text string?

- [1] Select the mixed language text.

هذا مثال عن مزج الاتينية مع العربية في نفس الكتلة:
 This is some mixed English/Arabic Text . ارابيك اكس
 تي يحافظ على لغة النص المستعملة عند تغيير الخط.

- [2] Hold down the (⌘) key for Mac while you select the desired size from the Style menu.



- [3] Only English text is affected. The Arabic text remains unchanged.

To Affect Arabic Text Only in a Mixed Language Selection:

- [1] Select the text chain you wish to affect.
- [2] Before you open the Style menu, hold down the control key (Ctrl) for the Mac.
- [3] When you choose the command from the Style menu, only Arabic text is affected.

Searching and Replacing Arabic Text

This menu command allows you to search Arabic text or search and replace Arabic text.



Searching Arabic Text

- [1] Select the Arabic text box in which you want to find a word or string of words.
- [2] Select Find/Change from the Edit menu. The above dialog box will be displayed.
- [3] Under Find what , check the Arabic check box. This will allow you to type Arabic text.
- [4] Type the Arabic text you wish to find.
- [5] Select the Font, Size, and Style of the text, if you wish to search for specific styled text, these will appear if you do not choose Ignore attributes.
- [6] Click the Find Next button.

Note:

For normal QuarkXPress Find / Replace, you should either have a latin text box selected or no text box at all selected before you invoke this command.

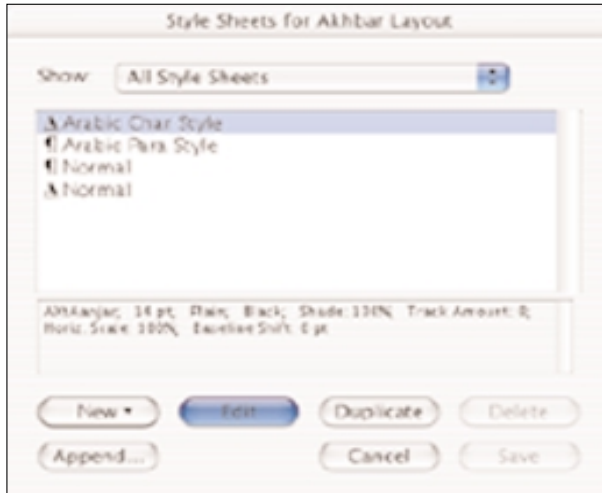
Replacing Arabic Text

- [1] Follow the first 6 steps above.
- [2] Under Change To , check the Arabic check box. This will allow you to type Arabic text.
- [3] Type the Arabic text to which you wish to change the found text.
- [4] Select the Font, Size, and Style of the text, if you wish to change the specific text styles.
- [5] Click one of the following buttons:
 - Find Next:* Click to find the next occurrence of text to be changed.
 - Change, Then Find:* Click to replace the current text and to find the next occurrence of text to be changed.
 - Change:* Click to replace only the currently found text to be changed.
 - Change All:* Click to replace every occurrence of the text to be changed throughout the text box.
 - Document:* Check box to search the entire document.
 - Ignore Ligatures:* If you have selected Set Ligatures ON while working with the document, the same words could be written differently:
i.e: **المحل** and **المحل**. Click Ignore Ligature to find both words anyway.
 - Ignore Accents:* Click Ignore Accents if you have used vowels but wish to ignore them while searching for words.
 - Ignore Attributes:* Click this box to ignore the Font, Size, and Style of the text you want to find. For example, you may wish to search for all occurrences of the word **المحل**, using any text style.

Changing the Default Arabic Font

When first installed, ArabicXT adds a new Arabic Style style sheet to the QuarkXPress default styles. Every time you create a new text box and start typing Arabic text, the Arabic Style style sheet is used. The default is 14-point AXTGihaneLight.

- [1] To change this default, from the Edit menu, choose Style Sheets .
- [2] Select Arabic Style .



- [3] Click the Edit button to edit the style sheet. The below dialog box will be displayed:
- [5] To edit the Character Attributes for this style sheet, click the Edit button. Choose the Font, Size, and Style you wish to use.
- [6] Click the OK button.



- [7] Click the Save button to save the new settings.

Changing the Default Latin Font

When you insert Latin text in an Arabic text box, or when you tag a new text box to Arabic, the font, style, and formats set in the Normal style sheet are automatically used.

To change the Normal default style sheet, edit the Normal Style Sheet to define your English default font and size.

- [1] From the Edit menu, choose Style Sheets .
- [2] Select Normal .
- [3] Click the Edit button to edit the style sheet.
- [4] To edit the Character Attributes for this style sheet, click the Edit button. Choose a Latin Font, Size, and Style you wish to use.
- [5] Click the OK button.
- [6] Click the Save button to save the new settings.

Tip

When you have Arabic text mixed with Latin text, always set the Latin text at least 20% smaller in size than the Arabic text. Arabic text has a smaller cap size than Latin text.


Note

When you import Arabic text into an Arabic text box which contains mixed Latin and Arabic strings, Arabic Style is used by default for Arabic text and Normal style is used by default for Latin text.

Controlling Automatic Kashida Insertion

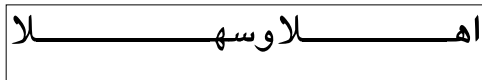
When Arabic text is justified, extra spacing should be compensated by inserting a Kashida, a small connection character, between connecting characters (-). You may select or de-select this option in the Kashida Control box in the ArabicXT Preferences dialog box.

هذا مثال عن نص عربي مع محاذات على اليمين.
 هذا مثال عن نص عربي مضبوط من اليمين الى اليسار.

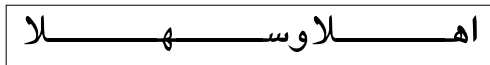
If you want to temporarily turn Kashida On or Off at a specified location in your text, however, ArabicXT allows you to manually insert a small Kashida at the location where you wish to disable inserting Kashidas. The small Kashida key is the  key.

Example:

Fully justifying the line اهلا وسهلا will result in the following:



If you manually insert a Kashida between the Seen and the Ha, the result will look like this:



Selecting and Manipulating Vowels

Vowels are floating accents placed above Arabic characters that affect pronunciation. ArabicXT automatically positions these accents vertically and horizontally on Arabic characters, depending on their height, width, and position in a word.

If you want to change an accent's vertical or horizontal position:

- [1] Position the cursor before the accent.
- [2] Press the shift key and left arrow (Shift+ <-) to select the accent. Note that the text cursor disappears. You will not see any black highlight because accent does not have any width.
- [3] Go to Kern... in the Style menu.
- [4] Specify a value and click the OK button.

- [5] Go to Baseline Shift in the Style menu.
- [6] Specify a value and click the OK button.

Example:

When typing a Fathatain accent on a Lam Alef, the accent is automatically positioned over the Lam Alef: لا

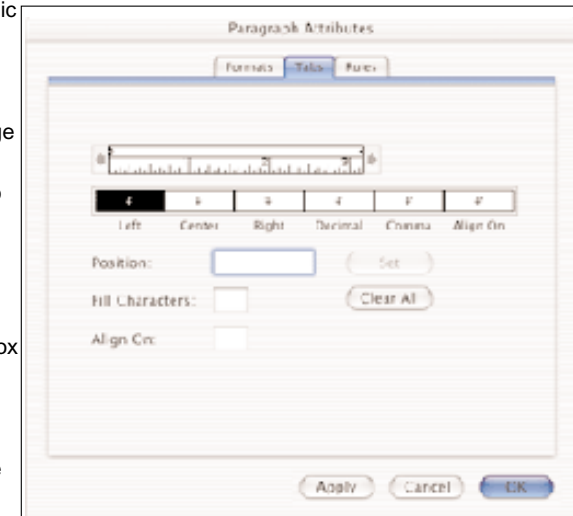
To select the accent, position your cursor at the end of the character, then press the shift key and left arrow (Shift+ <-). This selects the accent.

Change the kerning value from 0 to - 40. This will move the accent to the right by 20th of an EM space. لا

Setting Arabic Tabs

To set tabs for an Arabic paragraph:

- [1] Select the paragraph or range of paragraphs for which you want to specify new tabs.
- [2] Choose Tabs from the Style menu. The following dialog box will be displayed:
- [3] To specify the exact location for each tab, use one of the following 2 options:



[a] Ruler: Specify the exact location for each tab by clicking on the ruler at the top of the dialog box.

Note:

The ruler is as wide as the selected text box. Remember that Arabic text boxes read from right to left, while the tabs you specify are from left to right.

[b] Position: Enter the exact position in the default measurement unit (i.e. cm, mm, Inch), Then click the Set button.

[4] Set: To apply all tabs you have specified.

[5] Clear All: To clear all tabs you have specified.

To align the tabs you have set, use one of the following 2 options:

[a] Alignment Arrows: on the alignment arrows directly under the ruler to specify the alignment (left, center, right, decimal, comma, align on) for each tab you add to the ruler.

Note:

Remember that when the text box is Arabic, left aligned tabs mean right aligned tabs, and right aligned tabs mean left aligned tabs.

[b] Fill Characters: A fill character fills the space that the tab occupies. This could be any 2 characters such as a dot (.) or an underscore (_). The fill character you specify depends on the font you are using. Arabic fonts have a different layout than Latin fonts. If you wish to use a Latin font for the tab, select the tabs and change the font to any Latin font.

Note

When you specify a fill character in an Arabic tab, the fill character will be the equivalent character in the selected Arabic font. You can change the font of the tab itself to a Latin font if you want the fill character to remain the same.

Apply: Click to apply the settings on the selected paragraph without closing the dialog box.

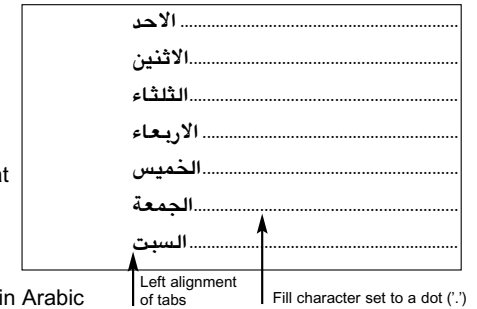
OK:

Click to close the dialog box and apply the new settings.

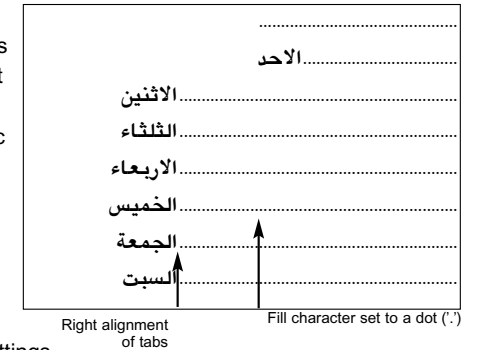
Cancel: Click to close the dialog box and ignore the new settings.

Example:

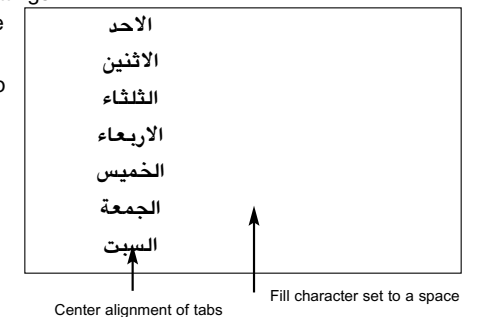
In this example, the tab was set at 5.8 cm with a dot (.) fill character. Note how the space is filled with dots. The tab alignment is right aligned. Since right results in left in Arabic boxes, all tabs are left aligned.



In this example, the same settings were used for the first tab, but left alignment was chosen. This results in right alignment in Arabic text boxes.



In the final example, the same settings were used for the first tab, but the alignment was centered with a space fill character. Thus, the tab is filled with a non-displayable character.

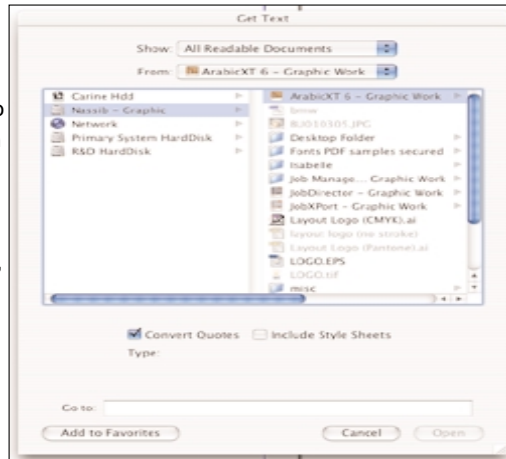


Importing Arabic Text

ArabicXT can import Arabic text from any word processor on the Macintosh or Windows platforms:

Importing Arabic Text

- [1] From the word processor , save the text not as a Rich Text Only file , or other but as a Text Only file (ASCII text).
- [2] Choose Tag Box to Arabic (Ctrl+A) in the Arabic menu. This will move the cursor to the right and will automatically set the type style to the default Arabic font and size.
- [3] Go to the File menu and select Get Text (Command+E) if the texts to be imported were written on Mac. The following dialog box will be displayed:
- [4] Locate your file.
- [5] De-select Convert Quotes , because this option is not available in Arabic. Convert Quotes is used to automatically convert quotes from simple quotes to smart quotes.



Importing Arabic Text from Windows

- [1] From any Windows word processor (like WordPad, Word, NotePad..) ,save the text not as a Rich Text Only file or other, but as a Text Only file (ASCII text)
- [2] Choose Tag Box to Arabic (Alt +A) in the Arabic menu. This will move the cursor to the right and will automatically set the type style to the default Arabic font and size.
- [3] Choose Layout Utilities in the Arabic menu.
- [4] Select Get Windows Arabic Text . The text will be automatically converted from the Windows Code Page to ArabicXT.

Importing XPress Tags

XPress Tags enable you to include character attributes and paragraph formats when importing ASCII text files. They are codes you can insert while typing text to apply the attributes when the text is imported. For a complete list of all XPress Tags codes, refer to the QuarkXPress reference manual.

Importing Arabic Text with XPress Tags

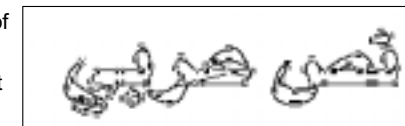
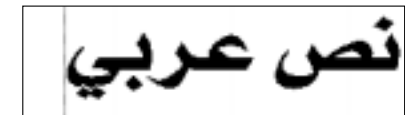
- [1] From the word processor, save the text to be imported as a Text Only file.
- [2] Choose Tag Box to Arabic (Ctrl+A) in the Arabic menu. This will move the cursor to the right and will automatically set the type style to the default Arabic font and size.
- [3] Go to the File menu and select Get Text (Command+E).
- [4] Locate your file.
- [5] De-select Convert Quotes , because this option is not available in Arabic. Convert Quotes is used to automatically convert quotes from simple quotes to smart quotes.
- [6] Select Include Style Sheets. ArabicXT will read and format Arabic text according to the embedded XPress Tags.

Your Arabic text is now imported and formatted accordingly.

Converting Arabic Text into Boxes (Curves)

QuarkXPress 6.1 allows you to successfully convert Arabic text into boxes (curves):

- [1] In the Arabic text box Select the Arabic text you would like to convert to a box.
- [2] Go to the Style menu to modify the Font, Size, and Type Style of the text,if desired.
- [3] Go to the Style menu and select Text to Box . The text will be converted to curves.
- [4] You can now apply colors and lines to the outlined text, edit its shape, and place pictures inside, like you would normally do in Latin boxes.



Note

To successfully convert Arabic text to curves, you should have Adobe Type Manager and Type 1 Arabic fonts installed on your system. True Type fonts, rather than Type 1 fonts, will cause Arabic text to disconnect when converting to curves.

Creating an Arabic List

QuarkXPress allows you to create a list depending on the style sheets of text in your document. This list can be used later to automatically generate the text associated with each specified style sheet, and can be updated as your text changes.

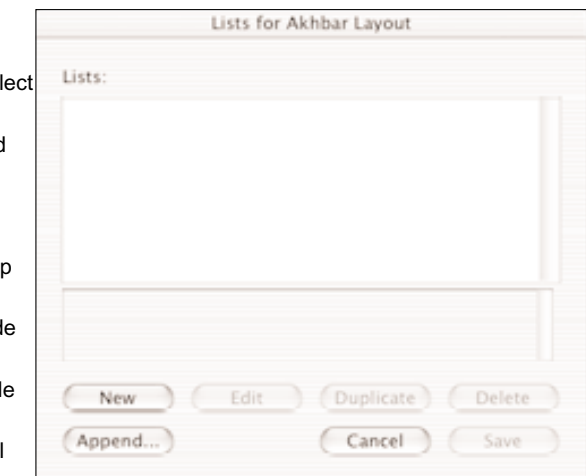
A good example of the use of lists is the ability to automatically create a table of contents. You can create Arabic lists the same way you would create Latin lists with QuarkXPress.

Example: Automatically Generating A Table of Contents

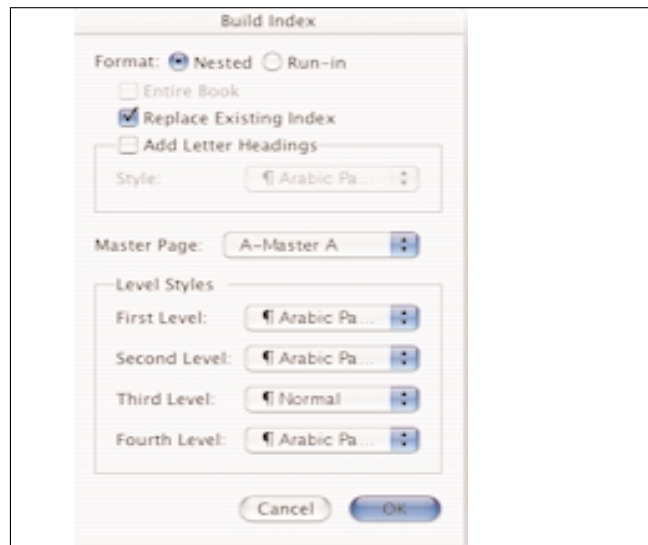
Inside your document, create a paragraph style sheet that will be used for all chapter titles, and another style sheet for all paragraph headings:

- [1] Go to the Edit menu, and select Style Sheets .
- [2] Click the New button to create a new style sheet and name it Chapter Title .
- [3] Click on the Character Attributes Edit button to define the Font, Size, Color, Shade, Scale, and Type Style you want to use for your chapter titles.
- [4] Click the New button again to create a new stylesheet and name it subhead .
- [5] Apply these style sheets to all your chapter headings and paragraph headings throughout your publication.
- [6] Go to the Edit menu and select Lists . The following dialog box will be displayed:

- [7] Click the New button to create a new list.
- [8] Name the list TOC or any name you wish to use.
- [9] Under Available Styles , select the Chapter Title and the subhead style sheets. Click the right arrow to move them to the Styles in List area.
- [10] You can decide on the level of each style sheet from the Level popup menu. Select Level 1 for the Chapter Title and Level 2 for the subhead.
- [11] From the Numbering popup menu, select whether to include page numbers.
- [12] Choose the style sheet that QuarkXPress will



Click the OK button and QuarkXPress automatically builds the index by adding new pages to your document.



Sorting the Index

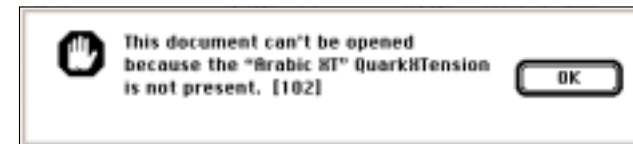
At this stage, the index is not sorted correctly, and the letter headings are not correct.

- [1] Select the text that was generated.
- [2] Go to Layout Utilities in the Arabic menu, and choose Sort Arabic Text

This re-sorts the index and fixes all letter headings.

Saving Arabic Documents

If you create and save a document that contains Arabic text boxes, it is tagged as an Arabic document. You will not be able to open this document again if you do not have ArabicXT installed on your system. The following alert message will appear:



Opening Latin Documents

ArabicXT allows you to open Latin documents created with any version of QuarkXPress and keep the document unchanged. When you open the document, ArabicXT automatically tags all text boxes to Latin, and the default language tag will be set to Latin.

Fixing Corrupted Documents

ArabicXT allows you to open and fix corrupted documents. While you are opening a corrupted document, hold down the control key. ArabicXT performs a consistency check on the document. If any corruption or damages are found, it tries to fix it and displays a report of the problem.

If this procedure does not work, please contact Layout Ltd. technical support desk for help.

Changing the Latin Mixing Method

If you open an ArabicXT document with Standard Mixing, and you wish to create complex Arabic/Latin mixing in the same box, you can convert text boxes from Standard Mixing to Enhanced Mixing:

¥ Ctrl+Opt+Shift+S

This shortcut key converts the selected text box from Enhanced Mixing to Standard Mixing. If no text box is selected, this shortcut key converts the whole document from Enhanced to Standard Mixing.

⌘ Ctrl+Opt+Shift+E

This shortcut key converts the selected text box from Standard Mixing to Enhanced Mixing. If no text box is selected, this shortcut key converts the whole document from Standard to Enhanced Mixing.

Creating Facing Pages Documents

- [1] Choose **New Document** from the File menu.
- [2] Select the Facing Pages box.
- [3] De-select the Automatic Text Box.
- [4] Click the **OK** button, and page 1 is created.

If you open the Document Layout palette, you will notice that page 1 is on the right spread. In an Arabic document, page 1 is on the left spread. Inserting an empty page before the first page will fix this problem.

Note

If you select the Automatic Text Box option, QuarkXPress creates automatic pages as your text flows from the left page to the right page.

Using Automatic Page Numbering

Single Pages Documents

Automatic page numbering in Arabic works exactly the same way it works in Latin documents:

- [1] In the master page, create a text box to hold the page number.
- [2] Go to the Arabic menu and choose **Tag Box to Arabic** (Ctrl+A for Mac).
- [3] Press (⌘ + 3) for Mac to insert the Auto Page Number command.
- [4] Automatic page numbers will be added to all document pages using this master page.

In Facing Pages Documents

Facing Pages in Arabic documents must be numbered from right to left.

QuarkXPress numbers pages in the Document Layout palette from left to right. If you follow the steps above to insert automatic page numbers in the document, the page numbers will be correctly numbered from right to left.

Note

If the Automatic Page Number box is a Latin text box, the document is considered a Latin document, and page numbering appears from left to right.

If the Automatic Page Number box is an Arabic text box, the document is considered an Arabic document, and page numbering appears from right to left.

ArabicXT Macintosh Font Layout

/	1	2	3	4	5	6	7	8	9	0	-	=	Back Space	
TAB	q	w	e	r	t	y	u	i	o	p	[]	Return	
Caps Lock	a	s	d	f	g	h	j	k	l	;	'	;	x	
Shift	z	x	c	v	b	n	m	,	.	/	/	Shift	↑	
ctrl	alt	⌘	Space Bar									⌘	alt	ctrl

Shift key down

-	!	@	#	\$	%	^	&	*	()	-	+	Back Space	
TAB	Q	W	E	R	T	Y	U	I	O	P	{	}	Return	
Caps Lock	A	S	D	F	G	H	J	K	L	:	"			
Shift	~	Z	X	C	V	B	N	M	<	>	?	Shift	↑	
ctrl	alt	⌘	Space Bar									⌘	alt	ctrl

Alt key down

/	1	3	4	5	6	7	8	9	0	-	=	Back Space		
TAB	ˆ	˙	˚	˛	˜	˘	˙	˚	˛	˜	˘	˙	Return	
Caps Lock	A	S	D	F	G	H	J	K	L	:	'			
Shift	ˆ	Z	X	C	V	B	N	M	,	.	/	Shift	↑	
ctrl	alt	⌘	Space Bar									⌘	alt	ctrl

	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0				٠	*	ذ	-	ء	ج	ظ	ف	ن	ت	م	ن	ن
1			!	١	ء	ر	ف	ء	ج	د	ف	ه	ت	م	ن	ن
2			٢	٢	ء	ز	ق	ء	ج	ن	ظ	ه	ت	م	ن	ن
3			٣	٣	ء	ك	ء	ج	ح	ط	ق	ه	ت	م	ن	ن
4			٤	٤	ء	ل	ء	ج	خ	ظ	ق	و	ف	ن	ن	ن
5			٥	٥	ء	م	ء	ج	ب	ظ	ك	ي	ن	ن	ن	ن
6			٦	٦	ء	ن	ء	ج	ب	ظ	ك	ي	ن	ن	ن	ن
7			٧	٧	ء	ط	ء	ج	د	ظ	ك	ي	ن	ن	ن	ن
8			٨	٨	ء	ظ	ء	ج	ذ	ظ	ك	ي	ن	ن	ن	ن
9			٩	٩	ء	ي	ء	ج	ر	ظ	ك	ي	ن	ن	ن	ن
A			×	:	ء	غ	ء	ج	ر	ظ	ك	ي	ن	ن	ن	ن
B			+	؛	ء]	ء	ج	ز	ظ	ك	ي	ن	ن	ن	ن
C			،	٦	ء]	ء	ج	ز	ظ	ك	ي	ن	ن	ن	ن
D			-	=	ء	[ء	ج	ث	ظ	ك	ي	ن	ن	ن	ن
E			.	ء	ء	,	ء	ج	ث	ظ	ك	ي	ن	ن	ن	ن
F			/	؟	ء	÷	ء	ج	ث	ظ	ك	ي	ن	ن	ن	ن

Notes:

- Character . at position F9 is a Kashida with width equal to 1/3 character at position 60.
- Character at position CA is a Fixed Space.

The following pages contain all ArabicXT alert messages, their possible causes, and how to work around them.



When importing Arabic text using the XPress Tags filter, formatted Arabic text that uses Arabic System fonts must be remapped to ArabicXT fonts.

- [1] Click the List Fonts button to list all used fonts in the imported text.
- [2] Re-map every missing font into an equivalent ArabicXT font.
- [3] Click the OK button to apply the new fonts to the imported text.
- [4] Click the Continue button to ignore the message.

Note

If you click the Continue button, ArabicXT will replace all missing fonts with the default Arabic font specified in the Arabic Style Sheet.



When opening ArabicXT documents, some preferences saved with the document may differ from the ones set as defaults in the current ArabicXT Preferences.

- [1] Click the Keep Document s Arabic Preferences button, to use the settings

saved with the document. This will leave the document unchanged and will not cause any reflows.

- [2] Click the Use Current ArabicXT Preferences button to ignore preferences saved with the document and to use the preferences currently set in the ArabicXT Preferences dialog box. This might cause text to reflow.

Preferences that may cause text to reflow are:

- ✘ Mixing settings
- ✘ Ligature Selection settings

Preferences that may cause output to differ, but will not cause text reflow are:

- ✘ Vowel Levelling settings
- ✘ Kashida Control settings

Note

When opening client files, service bureaus and reproduction houses have to click the Keep Document s Arabic Preferences button so that documents do not reflow.

This version of ArabicXT will not run with the current version of QuarkXPress. For more information, please contact Layout Ltd. technical support at support@layoutltd.com

This message is displayed if you try to run ArabicXT with a non-international or older version of QuarkXPress. You should contact Layout Ltd. technical support desk for help.

Invalid Security Device.

Could not load ArabicXT. Please make sure security device is attached to a valid ADB or USB port.

This message is displayed when the Security device (dongle) of ArabicXT is not attached to the ADB or USB port while starting ArabicXT. To install the dongle,

please refer to the Installation section of this manual.

Not enough memory to complete operation. Please quit QuarkXPress and allocate more memory for it.

This message is displayed when ArabicXT runs out of memory while trying to perform an operation. You should immediately quit QuarkXPress and allocate more RAM for it

The font in the Arabic Style is not an Arabic font.

Please choose a font that starts with 'AXt' in the Arabic Style and restart QuarkXPress.

The Arabic font used in the Arabic Style Sheet must be an ArabicXT font. ArabicXT fonts all start with AXt . This message is also displayed when the Arabic font chosen in the Arabic Style Sheet is not installed in the System.

ArabicXT could not be loaded because the global ArabicXT font 'AXtGihaneLight' could not be found. Please install this font in the system and run again.

This message is displayed the first time you attempt to run QuarkXPress with ArabicXT and you have not yet installed the default ArabicXT font called AXtGihaneLight . Install this font before you attempt to re-launch QuarkXPress. *Please refer to the Installation section of this manual.*

This document was created with an earlier version of ArabicXT. It might reflow!

If you open a document created with an earlier version of ArabicXT, it will open. Some text might reflow, so check your document before you output.

This document was created with a more recent version of ArabicXT. Unpredictable results might occur. Please close this document and contact

Layout Ltd. for an update of ArabicXT!

This message is displayed when you try to open a ArabicXT document created in a newer version of ArabicXT than the version you are currently using. Close the document without saving, and contact Layout Ltd. for an update of ArabicXT.

You should not continue working with the document, because it may get damaged and you may lose information.

The ArabicXT preferences file was created with a more recent version of ArabicXT. Unpredictable results might occur. Quit application and remove the ArabicXT preference file. Then restart QuarkXPress. Contact Layout Ltd. for an update of ArabicXT!

This message is displayed when you try to install an ArabicXT preferences file that was created with a newer version of ArabicXT, which may cause some problems. Immediately quit QuarkXPress and remove the ArabicXT preferences file.

Text too long to edit!

This message is displayed when you attempt to edit more than 256 characters of Latin text mixed in an Arabic box using the Latin text editing window (Ctrl+Opt + ->).

This option will result in non-Standard Mixed bilingual documents:

- ✘ Auto Kerning will be turned Off.
- ✘ Mixed Latin cannot have multiple text attributes.

This message is displayed when you attempt to convert a document that uses Standard Mixing into Enhanced Mixing. If you continue, Auto Kerning will be turned Off, which will cause text to reflow. See Mixing Latin with English section in the Working with Arabic Text chapter of this manual.