

Hyphenations and Justifications in QuarkXPress, 'Hs&Js'

As a designer, you will want the text you set to look professional and readable. QuarkXPress allows you to set hyphenation 'choices,' and letterspacing and word spacing parameters. Hyphenations and Justifications are applied in QuarkXPress in the Edit > H&Js menu.

To adjust hyphens

- 1 Select H&Js from the Edit menu
- 2 Click New to create a new H&J
(If you already have an H&J set, select it and click Edit to modify)
- 3 Enter a name if the H&J is new
- 4 Check the Auto Hyphenation box

To **modify the minimum number of characters a word must contain to be hyphenated...**
Smallest Word

To **modify the minimum number of words before and after a hyphen...**
Minimum Before, Minimum After

You may also...

- Break Capitalized Words
- Adjust the number of Hyphens in a Row, and
- Adjust the Hyphenation Zone

Word spacing and character spacing

- Letter spacing is integrated into the design of a typeface.
Set character spacing to read 0% for minimum, optimum and maximum when setting unjustified text.
- By design, actual word spacing is 100%. I recommend that you start any project by setting word spacing for unjustified text to 100%.

Note...

- Changes to Minimum and Maximum values will not alter word spacing in unjustified text (changes to Minimum and Maximum values will alter word spacing in justified text).
- Changes to Optimum values will alter word spacing in unjustified text.

With H&Js, the key is to experiment. Changes in H&Js will affect the text of your documents, significantly altering (hopefully, improving) the readability of the text you set. There is no 'etched in stone' formula. H&Js will be affected by typeface choices, size of type, line length, etc... Set a block of text in your chosen typeface, size, etc... and try several H&J combinations to see what works best.

The following five different H&J tables—for justified and unjustified text—are recommended (excerpted fr William I. Johnston, 22 Mar 2000)...

With no documents open, edit H&Js, to fix the standard setting...

Standard (default, all percentages are listed minimum, optimum, maximum...

Space: 85% 110% 250% (here word spacing is 10% too much—by default!)
 Char: 0% 0% 4% (character spacing should always remain at 0%)

Change to...

Standard, revised

Space: 80% 100% 133%
 Char: 0% 0% 0%

- Note that the Optimum setting is used for FL, FR or Center-aligned settings. The Minimum and Maximum values are limits used for setting justified text, when spaces in a line need to be smaller or larger than the optimum value.
- Make H&J names U1 through U5 for texts that are unjustified and H&J names H1 through H5 for justified settings. These H1 and U1 settings are identical except that the auto hyphen option is turned ON in H1 and OFF in U1. Name these styles with numbers so they'll be in order in the pop-up menu.*

H1 Tighter

Space: 67% 80% 100%
 Char: 0% 0% 0%

H2 Tight

Space: 73% 89% 114%
 Char: 0% 0% 0%

H3 Normal

Space: 80% 100% 133%
 Char: 0% 0% 0%

H4 Loose

Space: 89% 114% 160%
 Char: 0% 0% 0%

H5 Looser

Space: 100% 133% 200%
 Char: 0% 0% 0%

- To make your life easier, make a QuarkXPress document with these settings (a sort of template, Johnston refers to it as a 'dummy document'). Then, to re-use any of the settings, simply open a document, Edit H&Js, and Append the H&Js of the dummy document. Never use the default H&Js setting, and you should also avoid using the Standard setting.

* If the typeface has a word space designed to be 250/1000 units (i.e. M4) then the H3 settings are equivilant to 4-to-em spacing, with spaces allowed to be as small as 5-to-em or as large as 3-to-em but no larger. The H2 and H4 settings are interpolated using M5.5, M4.5, M3.5, etc...