

QuarkXpress Advanced

One day

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Course Aims:

On this course delegates will learn in much more depth the more advanced features of the intricate QuarkXpress.

Course Outline:

quark's pen tool

- draw béziers
- reshape quark's boxes
- handling bézier shapes

advanced type handling

- reverse type
- type masks
- type on a path
- shadow type
- dropped capitals

advanced page layout

- spacing between items
- multiple step and repeat
- grouped items
- stacking order

document type setting

- leading
- justification
- auto-hyphenation
- kerning
- tracking

automating quark

- creating libraries
- adding / removing items in a library
- using the book feature
- adding / deleting chapters to book feature

long document handling

- style sheets
- creating and editing style sheets
- applying style sheets
- master pages
- creating and editing master pages
- multiple masters
- page numbering
- sections and section breaks
- document indexes
- lists

Assumed Knowledge: Knowledge gained from either the QuarkXpress introduction course or using Quark in the workplace is required.