QuarkXPress Advanced – 1 Day

RARE IT

PREREQUISITES

Working knowledge of QuarkXPress 4

OVERVIEW

This is a fast moving, hands on course for experienced QuarkXPress users who want to discover the most effective ways to work in a professional environment. You will look at items covered in the introductory course in more detail and explore the use of the Bezier and list functions.

CREATING A NEW DOCUMENT
- Xtension management
- Customising preferences
- The append command

VIEWS - ADVANCED

TEXT AND TYPOGRAPHY
- Setting a baseline grid
- Locking text to a grid
- Aligning text within a grid
- Kerning/tracking table edit
- En & em space/dashes
- Customising the flex space

H & J'S
- Creating and applying H & J's
- Non-breaking hyphens
- Hyphenation exceptions
- Find/change & search criteria

TEXT FLOW
- Advanced runaround
- Running text around embedded paths
- Alpha channels and none white areas
- Running text around all sides

BEZIER BOXES AND LINES
- Drawing Bezier lines/boxes
- Editing Bezier points and segments
- Changing boxes to Bezier items
- Drawing freehand lines/boxes
- Creating text paths
- Aligning text on a path
- Creating Bezier shapes from text
- Creating picture boxes from text

ITEMS - ADVANCED
- Merging/splitting items
- Changing item content
- Flipping asymmetrical items
- Document management
- Style sheets advanced
- Master pages advanced
- Creating an index
- Creating lists and tables of contents
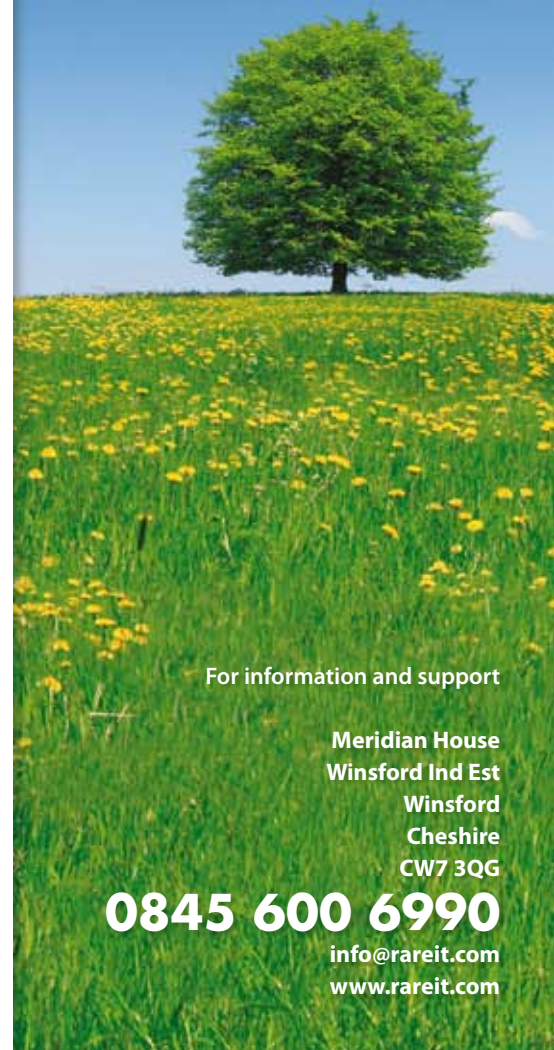- Creating books

COLOUR ADVANCED
- Features of spot and process models
- Options of hexechrome and POCE
- Using libraries for colour swatches
- Colour management basics
- Colour management preferences
- Using profile manager
- Using the colour profile palette

INTRODUCTION TO TRAPPING
- Setting trapping preferences
- Trapping exceptions colour by colour
- Trapping exceptions item by item

PRE-PRESS CHECKS
- Font/picture usage
- Colour separation
- Collect for output
- Proof printing
- Creating crop/cut marks
- Page set-up options
- PPD manager
- Print options
- Capturing print settings
- Print styles

INVESTOR IN PEOPLE

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