

Intermediate QuarkXPress (1 day)

The course consists entirely of “hands-on” practical work using a series of exercises designed to develop the various skills. Time will be made available to discuss and work through particular difficulties encountered by students in their own work.

Ideally, students should have attended the Introductory course and have had plenty of hands-on practice before attending this course. The course is also suitable for those who have had extensive experience using QuarkXPress but no formal training.

Topics covered will include:

QuarkXPress Defaults Reviewed

- ◆ Application and Document Defaults
- ◆ Customising the Default Style Sheet, Colour Palette, and H&J Profiles

Master Pages Reviewed

- ◆ Setting Up a Master Page
- ◆ Creating Additional Master Pages
- ◆ Linking the Text in Additional Master Pages to the Flow of the Default Master Page
- ◆ Trouble-shooting Master Pages

Advanced Page Layout Controls

- ◆ Paragraph & Character Style Sheets Reviewed – Creating, Editing & Applying
- ◆ Using the Automatic Text Box
- ◆ The Library Feature
- ◆ The Document Layout Palette
- ◆ Creating New H&J (Hyphenation & Justification) Profiles
- ◆ Copy-Fitting
- ◆ Copy-Fitting Using the Baseline Grid

All About Béziers

- ◆ What is a Bézier Path?
- ◆ Creating Curved Lines and Boxes
- ◆ Controlling the Shape of Curves
- ◆ Corner, Smooth and Symmetrical Points
- ◆ Straight and Curved Segments
- ◆ Changing the Shapes of Curves

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Transforming Items Using Merge, Split and Convert Text to Box Commands

- ◆ Using Text as Picture Boxes
- ◆ Understanding the Different Merge Options
- ◆ Understanding the Split Commands
- ◆ Using the Merge & Split Commands for Creative Graphic Effects

Creative Graphics Using Picture Effects

- ◆ Image Adjustment
- ◆ Special Picture Effects

Understanding Clipping Paths

- ◆ Support for Embedded Paths
- ◆ Creating & Modifying Internal Clipping Paths
- ◆ Creating a Text Wrap around Clipping Paths

Custom Dashes and Stripes

- ◆ Creating and Editing Dash Styles
- ◆ Creating and Editing Stripe Styles
- ◆ Applying Custom Dash and Stripe Styles

Using the Append Command

Printing

- ◆ Creating a Print Style
- ◆ Printing Using a Print Style
- ◆ Printing Colour Separations
- ◆ Creating PDF Output from QuarkXPress
- ◆ Saving Postscript Files for output by remote service Bureaux
- ◆ Some Common Output Problems explained – Fonts, Picture Formats & Mac/PC issues