



mekon
create

QuarkXPress 6 Upgrade

Who	This course is designed to enable existing users of QuarkXPress versions 4 or 5 to quickly master the new features of QuarkXPress 6.0.
Why	The course has been designed to enable existing QuarkXPress users to get the most from QuarkXPress. The course will focus on the new and productivity-enhancing features in QuarkXPress 6.0.
Length	1 day

Understanding the working environment

Setting document and application preferences
Using multiple undo/redo options
Overview of new and reorganised menus and commands
Display visual indicators to identify items

Layout

Create documents either for Web or print output
Redefine your work area and share specifications such as style sheets, colours and hyphenation settings

Layers

Use layers to organise items
Rearrange the stacking order of layers
Lock or unlock all items on a given layer

Text processing

Synchronise text
Control the text inset for each side of a text box
Find and change text and specific text attributes

Tables

Creating tables
Inserting picture boxes into tables
Importing data from Excel into a QuarkXPress table
Converting text to tables
Working with grid lines

Long documents

Create a style sheet-based table of contents automatically

Printing

Create PDF files directly from QuarkXPress
Use the layers tab in the Print dialog for outputting specific layers
View a display of inks used in a layer
Override Suppress Output settings for individual items on a layer
Preview how your page will be positioned on the selected output medium
Create bleeds using the three bleed options available

Web design

Export Web documents in HTML format
View the active Web document in different Web browsers
Create roll overs
Export Web document pictures in JPEG, GIF or PNG format
Use the hyperlinks palette
Create Web forms
Create hyperlinks

Tips and tricks

Shortcuts in QuarkXPress 6.0

Related Courses

QuarkXpress Advanced
Adobe Illustrator Introduction
Adobe Photoshop Introduction
Adobe Acrobat