

## mekon create

## QuarkXPress Advanced

<b>Who</b>	The QuarkXPress Advanced course is suitable for those who have attended our QuarkXPress Introduction course or are self taught and have a good working knowledge of the software.
<b>Why</b>	On this course you will learn to use the program more efficiently by employing its sophisticated features and processes effectively. You will learn to use Quark's powerful typographic, page layout and image controls to their fullest extent, expanding the principles of appropriate documentation layout and design principles taught on our QuarkXPress Introduction course.
<b>Length</b>	2 days

### Workshop recap

Tips and tricks to get started  
Power usage of keyboard shortcuts

Mastering master pages  
Understanding linking and the automatic text box feature  
Understanding and setting general, paragraph, character, tool preferences

### Long document features

Using continued on & from counters

Numbering documents and sections using automatic counters

Finding and changing words, attributes, invisible characters, unwanted paragraph breaks, tabs

Advanced usage of style sheets

Managing styles across documents

### Advanced typography

Using and understanding automatic, incremental and absolute leading

Setting and using a baseline grid

Controlling widows and orphans

Editing kerning & tracking tables

Understanding and using hyphenation and justification

Applying various hyphenation settings to paragraphs & styles

Specifying non-breaking hyphens, hyphenation exceptions and discretionary hyphens  
Using em & en dashes, & spaces

### Drawing

Specifying and manipulating types of points and segments  
Converting and manipulating boxes and type into bézier paths  
Adding and deleting bézier points

### Advanced colour

Colour and the print process  
Working with process and spot colour models  
Creating multi inks

### Advanced image settings

Creating clipping paths manually and automatically

Editing imported clipping paths

Exploring image runaround options

Customising TIFF images

Changing the contrast for different colour channels

Changing an image to a negative

Saving pages as an EPS file

Power usage of the merge and split options: union, intersection, difference, reverse difference, exclusive or, combine, join endpoints

Working with the align palette

Creating inline graphics

Using Collect for Output

Using font usage and picture usage

Updating picture files

### Long document features

Exploring & using the book feature

Generating and formatting a table of contents

Understanding the index palette

Understanding different scopes

Ordering levels of indices

Creating nested and run-in indices

### Libraries

Creating, editing & using libraries

Using libraries to append elements in a document

Using the different line tools

Scalable custom dashes & stripes

Step and repeat objects

Creating an auxiliary dictionary

Editing an auxiliary dictionary