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Quark XPress Editorial

Who	This course is suitable for those who need to be able to view, proof and edit Quark XPress documents. The course is suitable for those with little or no previous experience of Quark XPress or those who are self taught. Familiarity with the operating system and the keyboard is a course prerequisite.
Why	You will learn how Quark XPress documents (ranging from single page layouts to multi page documents) are constructed, how to navigate through long documents and how to edit text and items. The topics and features listed below will be taught on the course giving you a thorough grounding in the fundamental processes involved in editing and the implications.
Length	1 day

Understanding the working environment

- Setting document preferences
- Creating a new document
- Overview of the Toolbox
- Overview of the measurements palette
- Methods of changing magnification and view

Navigation methods

- Overview of the document layout palette
- Exploring the different methods of moving around a page
- Different methods of moving through multi-page documents

Document layout

- Creating text boxes
- Manipulating text boxes
- Methods of selecting items
- Specifying box attributes
- Importing text files
- Understanding and using automatic text boxes
- Understanding text linking
- Linking text boxes
- Implications of unlinking text boxes across a story
- Controlling and managing links
- Creating over matter boxes for linked stories

Working with type

- Using the different methods of selecting text
- Understanding and using options on the measurement palette
- Understanding typography and typographic terms
- Inputting text
- Inserting special characters
- Importing external text files
- Cutting text
- Copying text
- Pasting text
- Exporting Quark text files
- Formatting text
- Changing typefaces and sizes
- Understanding and editing leading
- Kerning and tracking text
- Using the text attributes option
- Searching for specific text
- Finding and changing text
- Finding and changing fonts
- Running a spelling check
- Creating, using and adding words to an auxiliary dictionary

Style sheets

- Understanding, using and creating paragraph styles
- Understanding, using and creating character styles
- Editing styles

- Checking style attributes
- Duplicating styles
- Copying styles to new publications
- Viewing used and unused styles

Hyphenation

- Understanding hyphenation and justification settings
- Creating and editing hyphenation and justification settings
- Setting hyphenation exceptions

Pictures

- Drawing and editing picture boxes
- Importing picture files
- Checking picture settings
- Understanding the graphic measurement palette
- Running text around pictures
- Checking box positions
- Grouping and ungrouping
- Locking and unlocking
- Picture usage

Master Pages

- Understanding single and double sided master pages
- Creating master pages
- Modifying master pages
- Automatic page numbering
- Creating headers and footers

Saving and printing

- Saving Quark XPress files
- Printing Quark XPress files