

# QuarkXPress Training Course - Advanced

## Who should attend this QUarkXpress course?

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.

## How long is this QUarkXpress course?

1 Day

## What are the benefits of attending this course?

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.

## Course Outline

### 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