



## QUARKXPRESS – ADVANCED

Course Duration: 1 Day

### 1. Master Pages

- Working with master pages
- Using the document layout palette
- Creating a single page master
- Creating a facing page master
- Adding Content
- Editing content on Master Pages
- AutoPage Numbering
- Headers & Footers
- Duplicating Master Pages
- Creating Master Pages
- Renaming Master Pages
- Deleting Master Pages
- Using automatic text boxes

### 2. Formatting Text/Paragraph Formatting

- Incremental Text Adjustment
- Widows and Orphans
- Baseline shift
- Line breaks/ Column breaks
- Hyphenation & Justification (H&Js)
- Eliminating Wrong Fonts

### 3. Styles Sheets/Templates

- Formatting Efficiently
- Creating Style Sheets
- Applying Style Sheets
- Adding Local Formatting to Paragraphs
- Retaining Character Attributes
- Basing Style Sheets on Existing Style Sheets
- Copying Style Sheets from Other Documents
- Disconnecting Style Sheets
- Creating/Editing/Deleting Templates

### 4. Drawing Paths and Boxes

- Drawing Bezier Lines, Text Paths and Boxes
- Creating Straight and Curved Segments
- Altering Paths
- Merging and Reshaping Items
- Reshaping Boxes

### 5. Importing Images

- Ways of Working with Images
- Transforming Images
- File Formats
- Storing Images

### 6. Using Colours

- Adding New Colours
- Applying/ Managing Colours
- Maintaining Colour Fidelity
- Registering Colours
- Creating/Editing a Pantone Colour
- Drag & Drop Colouring
- Blending Colours
- Using libraries
- Using trapping techniques

### 7. Working with Libraries, Lists, Sections & Books

- Using libraries
- Introduction to lists
- Creating and Updating Indexes
- Creating and Updating a Table of Contents
- Creating and Updating Lists
- Sectioning documents
- Using Books

### 8. Working with Web Documents

- Web document basics
- The Web Tools Palette

### 9. Preparing Files for Printing

- Outputting from another Computer
- Checking Font Usage
- Printing
- Shortening Proofing Times
- Copying Files for Output
- What a Bureau Needs to Know