



## QUARKXPRESS - INTERMEDIATE

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
- Duplicating Master Pages
- Creating Master Pages
- Renaming Master Pages
- Deleting Master Pages

### 2. Document Pages

- Inserting single pages
- Inserting facing pages
- Changing Page Master
- Deleting Pages
- Numbering Document pages
- Page Navigation

### 3. Manipulating Type

- Using the Overflow Symbol
- Linking text boxes
- Unlinking text boxes
- Text to Path
- Creating Paths
- Adding Text to Paths
- Editing Text on Paths
- Formatting text on Paths
- Formatting Paragraphs
- Adding Drop Caps
- Adding Paragraph Rules
- Using Tabs
- Using Indents

### 4. Style Sheets

- Using Styles
- Selecting text to apply a style
- Editing Styles
- Creating a new style

### 5. Finding and Checking Text

- Finding Text
- Replacing Text
- Checking Spelling

### 6. Drawing Lines and Boxes

- Merging Shapes
- Drawing Bezier Lines
- Converting Text to Shapes

### 7. Colour Management

- Creating a Pantone Colour
- Editing Pantone Colours
- Using Multi-ink colours
- Creating Multi-Ink Colours
- Drag and Drop Colouring
- Blending Colours

### 8. Image Handling

- Fitting Pictures to Picture Box
- Centring Pictures
- Scaling to Resize a Picture
- Dragging to Resize a Picture and Box

### 9. Working with Multiple Objects

- Locking/Unlocking Objects
- Send to Back
- Bring to Front
- Step and Repeat
- Wrapping Text inside Shapes
- Anchoring Pictures into text boxes
- Editing Anchored Pictures

### 10. Printing

- Suppressing with Picture Usage
- Suppressing Objects
- Suppressing Picture in Printing