



QUARKXPRESS - INTERMEDIATE

A One Day Course Covers:

- 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