

## QuarkXPress ADVANCED - 1 Day Course



This course is designed for those who have a working knowledge of QuarkXPress (version 8 or version 9) but need to master the more advanced typographic controls and document production features in QuarkXPress 9. The course also looks at the dos and don'ts of page layout, includes hints and tips from QuarkXPress professionals and highlights shortcuts designed to increase production speed and efficiency. This one-day course is designed to turn QuarkXPress users into power users.

### COURSE OUTLINE

#### Effective page design

- Dos and don'ts of page layout

#### Advanced text controls

- Controlling text flow
- Working with Linkster
- When to use Linkster
- Anchoring boxes and lines in text
- Working with Callout styles

#### Typographic controls

- Creating custom hyphenation and justification settings
- Creating standout text baseline effects
- Bullets and numbering in QuarkXPress 9

#### Colour and output

- Colour matching in Quark
- Creating colour separations
- Spot colours, Pantones and CMYK

#### Document facilities in XPress

- Working with Cloner
- Tips and tricks with Master Pages
- Using the Table tool

#### Working with ShapeMaker

- Creating unique shapes and adjusting shape settings
- Working with transparency

#### Printing your work

- Font and Picture usage
- PDF export from QuarkXPress
- Before you print: a checklist
- A guide to valuable shortcuts