

QuarkXPress EDITORIAL - 1 Day Course



This Quark authorised course has been designed to meet the specific requirements of professionals using QuarkXPress 9 in an editorial capacity such as sub-editors or journalists working on newspapers or magazines. This is an introductory course and the emphasis throughout the day is on the powerful text manipulation and editing features of QuarkXPress rather than the layout and design features.

COURSE OUTLINE

Introduction

- The QuarkXPress 9 toolbox
- The measurement palette
- Moving around your document

Basic text controls

- Different ways of selecting text
- Importing text and graphics
- Formatting text
- Using leading and tracking controls
- Using invisibles and guides
- Font substitution
- Finding and changing text
- Exporting text from QuarkXPress
- Saving text in MSWord format
- Checking the spelling
- The auxiliary dictionary

Working with the Story Editor

- Editing in the Story Editor

Style sheets

- Importing style sheets
- Creating style sheets
- Editing style sheets
- Character and paragraph level style sheets
- Tricks with paragraph rules
- Understanding conditional styles
- Synchronising styles across several documents

Working with Master Pages

- Understanding Quark templates
- Creating Master Pages
- Adapting Master Pages
- Applying Master Pages
- Automatic page numbering
- Running headers and footers

Working with tables

- Defining columns and rows
- Resizing tables

Further text controls

- Running text around pictures
- Using Linkster to link and unlink text boxes without overflow
- Using synchronised text
- Bullets and numbering
- Hyphenation and justification
- Setting the baseline grid
- Locking text to the baseline grid
- Anchored text boxes

Printing

- Proofing your document
- Using font usage
- Before you print: a checklist