

Quark®

QuarkXPress 4

Course Outline

Intermediate Level

MASTER PAGES

- Working With Master Pages
- Working On Master Pages
- Master Page Numbers
- Editing Master Pages

DOCUMENT PAGES

- Working With Document Pages
- Editing Document Pages
- Page Numbering
- Page Navigation

MANIPULATING TYPE

- Flowing Text
- Text To Path
- Formatting Paragraphs
- Tabs And Indents

STYLE SHEETS

- Using Styles Sheet Palettes
- Editing Style Sheets

FINDING AND CHECKING TEXT

- Find And Replace
- Spelling

DRAWING

- Working With Shapes
- Béziars
- Outlining

COLOUR MANAGEMENT

- Importing Colors
- Pantone Colors
- Multi-Ink Colors
- Colouring Objects

IMAGE HANDLING

- Importing EPS Files
- Links
- Advanced Scaling

WORKING WITH MULTIPLE OBJECTS

- Locking Your Work
- Layers
- Step And Repeat
- Text And Shapes
- Anchoring Pictures

PRINTING

- Postscript Printing
- Spreads
- Suppressed Printing