



QuarkXPress 8 Advanced

Duration: 2 days



Course Synopsis:

This course is designed to improve your skills working with the advanced features and special functions of QuarkXPress. We will explore some fairly complex issues, including managing your work flow, structuring documents, creating advanced style sheets, text and graphics, long documents and color output. We recommend that you be very comfortable with using basic QuarkXPress features before taking this advanced level class.

Who Should Attend:

Graphic professionals who need an advanced understanding of page layout. Experienced users will also benefit from the many tips and tricks and special exercises.

Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class. We highly recommend working with the application tutorial before coming to the course.

What You Will Learn:

- Working with Transparency
- Controlling Layer Content
- Color Management with QuarkXPress
- Creating Job Jackets and Tickets
- Clipping Paths and Runarounds
- Creating a QuarkXPress Book
- Trapping, Knockouts, and Overprints
- Creating an Advanced Web Layout

Time:

Class time is 9:00 a.m.- 4:00 p.m.
Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials:

Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Locations:

We have company-operated facilities in Atlanta, Chicago, San Diego and Washington DC. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

Related Courses:

We recommend the following courses that relate to this class: Adobe Illustrator and Adobe Photoshop. Please take a look at our other course outlines at our web site, <http://www.ledet.com>.

Goals:

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (770) 414-5007 if you have any special questions or e-mail us at sales@ledet.com.

Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.

URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



We teach the cool stuff!

Course Outline



QuarkXPress 8 Advanced

LESSON PLANS

LESSON 1

Review of the Basics
Review of working with Text
Working with Objects
Review of Using Tables
Working with Graphics
Working with Style Sheets
Working with Color
Output Options

LESSON 2

Working with Graphics
Placing Inline Graphics
Working with Transparency
Alpha Channel Support
Drop Shadows
Clipping Paths and Runarounds
Restricting and Inverting Runarounds
Editing Clipping Paths
Editing Runarounds
Working with Picture Effects
Saving Altered Pictures

LESSON 3

Working with Layers
Creating and Managing Layers
Controlling Layer Content
Printing Layers
Deleting and Merging Layers

LESSON 4

Building Lists and Indexes
Planning Lists
Interacting with Style Sheets
Creating a List
Building the List

Changing List Items
Building Indexes
Tips for Marking Index Terms
Using Add All
Defining Reference Scope
Adding Nested Index Entries
Adding Cross-References
Setting Index Preferences
Building an Index

LESSON 5

Working with Books
Creating a QuarkXPress Book
Adding Book Chapters
Managing Book Chapters
Closing Book Files
Sorting Chapters
Controlling Page Numbering
Deleting Chapters
Synchronizing Books
Managing Lists in Books
Building Indexes in Books
Printing Books

LESSON 6

Advanced Color Management
Color Management Theory
Color Management with QuarkXPress
Adding Profiles
Display Preferences
Color Manager Preferences
Accessing Image Profiles
Soft Proofing
Trapping
Caveat
Knockouts and Overprints

Chokes and Spreads
Using Common Colors
Trapping Preferences
Color-Specific Trapping
Item-Specific Trapping

LESSON 7

Sharing Content and Layouts
Shared Objects and Content
Creating Shared Content
Placing Shared Items
Collaboration Setup
Composition Zones
Advanced Layout Properties
Accessing Layouts from Other Projects
Placing Layout Instances
Editing Layout Properties
Managing Updates
Breaking and Removing Links
Defining Composition Zone Cells
Collecting for Output

LESSON 8

Working with Job Jackets
The Elements of a Job Jacket
Application-Level resources
Information Resources
Project-Level Resources
Layout-Level Resources
Ticket Templates
Creation Order
Nested Application Resources
Creating Job Jackets and Tickets
Job Jackets and Project Files
Collaboration Setup
Evaluating a Layout



We teach the cool stuff!

Course Outline



QuarkXPress 8 Advanced

LESSON PLANS

LESSON 9

- Creating Web Layouts
- Creating a New Web Layout
- Setting Web Preferences
- Defining Page Properties
- Adding Content to Your Web Layout
- Repurposing Print Layouts
- Adding Hyperlinks and Anchors
- Using Meta Tags
- Using CSS and Font Families
- Exporting HTML

LESSON 11

- Options for File Output
- Outputting for Service Providers
- OPI Options
- JDF Options
- Managing PPDs
- Working with Nonsystem PPDs
- Saving Pages as EPS
- Exporting Layers as PDF
- Creating Output Styles
- Defining and Accessing Output Styles
- Styles On-the-Fly

LESSON 10

- Creating Interactive Web Elements
- Web Tools
- Creating Rollovers
- Creating Cascading Menus
- Creating Image Maps
- Building an HTML Form
- Defining Post-Form Actions
- Working with Menus
- Creating Radio Buttons
- Creating Check Boxes
- Creating Buttons
- Adding Image Buttons
- Adding File Selection Buttons