



### QuarkXPress – Level 2

**QuarkXPress – Level 2** is a 16-hour course in which you will learn advanced page composition, such as the rules for working with fonts, color, formats and resolution, as well as text-editing tricks and advanced master page and style sheet features. You will have a good grasp of how to make virtually any shape using the Pen tool, and you will know how to manage books, lists, and indexing for The Long Document (catalog, newsletter, book), and meet the requirements of The Specialty Document (CD package, self-mailer and die-cut).

**Target Student:** Designers and technicians with experience using QuarkXPress who need to know the printing and production requirements of long documents and/or unusual documents.

**Prerequisites:** QuarkXPress - Level 1 or equivalent knowledge. Some experience with Illustrator and Photoshop is advantageous, but not required.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After completing this course, you will be able to conquer the challenges posed by a wide range of print projects, combining text, illustrations, graphics, unusual shapes and printing requirements.

#### What's Next:

**Photoshop – Level 1** Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

**Photoshop – Level 2** Combine technical proficiency with artistic technique. Learn professional techniques to produce consistent, predictable, and high quality images.

**Illustrator – Level 1** Create gorgeous vectored line art illustrations and type effects using an array of shapes, blends and specialty filters.

**Illustrator – Level 2** Increase the complexity of your illustrations with patterns and brushes, the Gradient Mesh, and advanced type and drawing techniques.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Utilize streamlined production workflows.
- Manage long documents.
- Correct, proof and format text for long documents such as newsletters and books.
- Take full advantage of the power of style sheets in automating text formatting, editing text, and creating lists and tables of contents.
- Create graphic effects so that Bézier boxes containing text and images appear correctly.
- Create type effects so that body text and display type enhance the design of a layout.
- Create and format complex tables.
- Determine postal requirements at the outset of a job.
- Create interactive websites that include rollovers, image maps, and HTML forms.
- Work effectively with Photoshop and Illustrator files.
- Generate a PDF from Quark.





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**Advanced Type Tools**

- Creating Type on a Path
- Converting Text to Tables
- Modifying Tables
- Modifying Cells
- Converting Tables
- Kerning and Tracking Tables

**Long Documents**

- Master Files and Templates
- Working with Libraries
- Working with Books

**Building Lists**

- Planning Lists: Interacting with Style Sheets
- Creating a List
- Viewing Lists
- Managing Lists in Books
- Building the List
- Updating Lists
- Changing List Items

**Building Indexes**

- Planning an Index
- Setting Index Preferences
- Adding Index Entries
- Defining the Reference Scope
- Editing Index Entries
- Tips for Marketing Index Terms
- Building an Index

**Controlling Color**

- Managing Color with QuarkXPress
- Rendering Intents
- Adding Profiles
- Assigning Image Profiles
- Managing and Exporting Profiles
- Trapping
- Caveat
- Knockouts and Overprints
- Chokes and Spreads
- Using Common Colors
- Trapping Preferences
- Color-Specific Trapping
- Item-Specific Trapping

**Creating Web Layouts**

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