

Intermediate Applications of QuarkXPress

Introduction.....	1
Summary of Course Topics	1
Creating a File with Multiple Columns	2
Using Rulers and Guides	3
Rulers	3
Guides	4
Linked Text Boxes.....	6
Linking Text Boxes.....	6
Adding a Link in a Chain.....	7
Unlinking a Text Box.....	7
Moving Between Linked Text Boxes	7
Exercise 1.....	8
Importing Graphics	9
Graphic File Formats	9
Importing a Picture	10
Moving a Picture.....	11
Making it Fit	12
Exercise 2.....	13
Cropping a Picture	15
Resizing a Picture	16
Flipping Box Contents	17
Skewing and Rotating Items	17
Changing a Graphic's Background Color.....	18
Giving Text the Runaround	19
Exercise 3.....	21
Color	22
Adding a Process Color	22
Editing, Copying, and Deleting Colors.....	23
Blending Colors	24
Expanding and Condensing Type	26
Placing Text on a Path	28
Converting Text to Paths	33

Finding and Changing Text Attributes	34
Templates	36
Saving a File as a Template	36
Using a Template	37
Exercise 4.....	38
Tables.....	39
Drawing a Table.....	39
Resizing Tables, Columns, and Rows.....	40
Formatting Cells.....	43
Formatting Gridlines.....	43
Combining Cells	45
Moving a Table.....	45
Exercise 5.....	46
Importing Excel Data.....	47
Converting Text to a Table	50
Converting a Table to Text	51
Master Pages	52
Creating a Master Page	52
Applying a Master Page.....	54
Changing Master Page Items	54
Page Layout	55
Setting Up Facing Pages	55
Moving from Page to Page	56
Inserting Pages	58
Moving Pages.....	59
Deleting Pages	59
Page Numbering and Sections	60
Adding Jump Lines.....	60
Dividing a Document into Sections	61
Changing the Starting Page Number.....	62
Changing the Page Number Style.....	62
Identifying Absolute Page Numbers.....	63
Exercise 6.....	64
Thumbnails	65

Document Printing	66
Spreads	66
Thumbnails	66
Tiling.....	67
Appendix A: Producing Professional Pages	69
Appendix B: Fun with Rotating and Skewing	71
Appendix C: QuarkXPress 7 Shortcuts.....	72
Appendix D: QuarkXPress 7 Tools Palette	73
Appendix E: Solutions to Exercises.....	74