

Advanced Applications of QuarkXPress

Type Specification Shortcuts	1
Font	1
Size.....	1
Alignment	1
Style	2
Scale.....	2
Kerning and Tracking	3
Keyboard Shortcuts.....	3
Editing the Kerning Table.....	3
Editing the Tracking Table	6
Initial Capital Letters	8
Drop Caps	8
Hanging Drop Caps.....	9
Raised Caps.....	10
Exercise 1	11
Leading	12
Leading Modes.....	12
Leading Methods	12
Keyboard Shortcuts.....	14
Baseline Grid	15
Setting Up a Grid	15
Applying a Baseline Grid.....	16
Showing the Grid	16
Space Before and After	17
Exercise 2.....	18
Font Mapping.....	19
Style Sheets.....	21
Paragraph Style Sheets.....	22
Character Style Sheets	26
Editing a Style Sheet.....	27
Assigning Character Styles within Paragraph Styles.....	28
Importing Styles Created in Another Document	28
Normal Style and No Style	30
Deleting Style Sheets	30

Exercise 3.....	31
Libraries	32
Creating a Library	32
Organizing a Library.....	34
Using a Library	35
Exercise 4.....	37
Hyphenation and Justification.....	38
Editing and Setting H&J	38
Applying an H&J Setting.....	41
Appending an H&J Setting	41
Specifying Hyphenation Exceptions.....	42
Final Preparations	43
Line Check	43
Font Usage	44
Picture Usage	44
Collect for Output	47
Clipping Paths.....	48
Applying a Clipping Path.....	48
Editing a Clipping Path.....	51
Exercise 5.....	52
Picture Effects.....	53
Books	56
Building a Book	56
Ensuring Consistency.....	58
Sections and Page Numbering	59
Navigating, Editing, and Printing a Book.....	60
Table of Contents List.....	61
Defining a List	61
Synchronizing the List	63
Viewing and Updating a List	64
Navigating a List.....	64
Building a List.....	65
Rebuilding a List.....	65
Exercise 6.....	66

Introduction to Composition Zones	67
Creating Composition Zones	67
Editing Composition Zones	70
Specifying When Layouts are Updated	72
Checking the Status of Updates	73
Appendix A: Application Preferences	74
Appendix B: Solutions to Exercises	79