

An Intensive Workshop in InDesign for the QuarkXPress User

- Course Title :** Adobe InDesign for the QuarkXPress User Workshop
- Duration :** 1 Day
- Pre-requisites :** Familiarity with QuarkXPress.
- For Whom:** The course is intended for people who are familiar with QuarkXPress and need to start using Adobe InDesign. It is specifically designed around the different ways that InDesign implements features available in QuarkXPress, as well as InDesign features unavailable in QuarkXPress.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Create InDesign documents
 - Convert QuarkDocuments to InDesign
 - Understand InDesign environment
 - Create and preserve transparency
 - Understand the difference between InDesign and Quark frames
 - Control shortcut usage
 - Create and format Tables
 - Import and edit native file formats
 - Convert an InDesign document to PDF
- Course Design:** This workshop is part of our FastTrack Training scheme.
- Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.
- Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.
- Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a

Course Outline

INDESIGN FOR THE QUARK USER - 1 DAY WORKSHOP

STANDARD OPERATIONS

- Converting QuarkXPress documents
- Tools
- Moving around
- Grids and Guidelines
- Using Frames
- Linking Text Frames
- Master Pages
- Composing Text
- Run-arounds
- Specifying and Applying colours

WORK ENVIRONMENT

- Keyboard Shortcuts
- Palettes
 - Collapsing, joining, splitting
- Viewing options

DOCUMENT LAYOUT

- Pages
- Pasteboard
- Master Page items
- Spreads
- Accurate Measurements
- Preview Mode
- Books

FRAMES

- Automatic creation
- Fitting Content
- Formatting
- Transforming
- Strokes

TRANSPARENCY

- Drop Shadows
- Feathering
- Opacity settings
- Preserving

IMPORTING FILES

- Native Photoshop
- Native Illustrator
- PDF's
- Word Documents
- EPS support

TABLES

- Creating
- Formatting
- Importing from Excel and Word

TEXT

- OpenType support
- Special Characters
- Glyph palette
- Hyphenation Slider
- Table of Contents
- Indexing

COMPUTER
WorkGroup
TRAINING