

# QuarkXpress 5.0

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## 3 Day Class - Day 3

Students will complete seven lessons teaching them how to use QuarkXpress as an illustration tool, how to increase productivity in QuarkXpress, and how to publish long documents using the books, lists (table of contents), and indexing features.

Upon Completion of this course students will be familiar with and have skill to use:

### **Advanced Color**

- Spot Color vs. Process Color
- Converting Spot to CMYK
- Deleting Colors
- Replacing Colors
- Applying Colors
- Creating Blends

### **Béziars**

- Drawing with the Bézier Tools
- Drawing with the Freehand Tools
- Drawing a Bézier Box
- Modifying Points & Curve Handles
- Working with Bézier Segments
- Changing the Shape of an Item
- Shapes and the Merge Command
- Text to Box

### **Working with Graphics**

- Raster vs. Vector
- Cropping Using an Embedded path
- Creating a Clipping Path
- Modifying a Clipping Path
- Picture Runaround
- Modifying Pictures
- Managing Imported Pictures
- Listing & Updating Pictures

### **Libraries**

- Creating a Library
- Adding to a Library
- Using a Library
- Labeling Entries

### **Books**

- Creating a New Book
- Adding Chapters
- Rearranging Chapters in a Book
- Creating Numbered Sections
- Changing a Book's Master Chapter
- Synchronizing Book Styles

### **Lists**

- Preparing a Document
- Creating a List
- Building a List
- Jumping to Chapter & Sections
- The Lists Palette

### **Indexing**

- The Index Palette
- Tagging Index Entries
- Editing Index Entries

It takes approximately 25 hours to use a program productively when you are properly trained and 100 hours if you are not. Call CSI today and register for classes, 402-330-6078 ext: 251 or check out our website

[www.csiomaha.com](http://www.csiomaha.com).

