



Quark to InDesign conversion

Duration: 2 Days

This course is aimed at Quark Xpress users who want to get up and running with InDesign as quickly as possible, and to take advantage of the powerful features of this program. Assuming some prior knowledge of Desktop Publishing techniques, this course will show you how to transfer your skills to InDesign seamlessly and quickly, making the transition to InDesign easy.

Outline

The InDesign Work Area

- Exploring the InDesign work area
- Opening and arranging palettes
- Working with guides and grids
- Interface differences between QuarkXpress and InDesign
- Working with the Control palette
- Navigation and display
- Setting preferences and defaults
- Customising Keyboard Shortcuts

The Tool Box

Overview of InDesign tools

- Selecting tools using the keyboard
- Creating text and graphic frames
- Thread and unthread text frames
- The drawing tools
- The transform tools
- Using the eyedropper
- Applying gradients
- The Colour tool options

Page Layout

- Conversion of QuarkXPress and PageMaker documents
- Creating and working with master pages
- Page numbering and sections
- Using guides and layers
- Creating templates
- Saving document presets

Typography

- Importing text
- Working with text and paragraph attributes
- Using paragraph and character styles
- Using hyphenation and justification
- Inserting special characters

Graphics

- Creating picture frames
- Importing, resizing and manipulating graphics
- Moving graphics around inside frames
- Cropping graphics
- Text wrap options
- Creating custom frames and frame styles
- Combining text and graphics

Colour

- Working with and creating colour
- Saving and appending colour swatches
- Enabling colour profiles
- Using transparency
- Using proofing preview options

Tables

- Creating and modifying tables
- Importing Word and Excel tables

Printing

- Collecting document, graphics and fonts for print
- Creating and setting preferences for PDF output