

Bespoke Quark Courses



A one day or half day course aimed at Editorial, Design or Production

Delivered by Joanna Figg-Latham

Tailored sessions can be developed for individuals or small groups (1:1 or to a max of 1:4) and can be run at your desks.

You can choose elements from the Quark for Production course and combine them with any of the following suggestions as appropriate for your particular requirements. Other aspects of Quark could be included as requested. Candidates would use and work with typical sample files of their own to ensure the session is relevant to their needs.

Joanna has many years of practical experience with Quark in book publishing leading the Dorling and Kindersley DTP team and is an experienced trainer used to working with people at all levels. Joanna has a good individual approach, working well one to one and in small groups, she is good at increasing peoples' skills and confidence by showing them simple ways of working more easily and effectively with the software.

- **Templates** – Issues in relation to template construction • why use templates? • master pages and document construction • setting application and project preferences to facilitate your production
- **Projects, layouts and libraries** – when best to use these • how to create files to support the needs of your publishing workflow
- **Style sheets** – Optimising the use of style sheets for your publication for performance and to ensure the application of correct settings • the principles of style sheets • creating and developing them
- **Interaction of elements in a Quark document** – Managing text and picture box overlays • isolating elements • sending to the back or front • grouping, ungrouping & locking • text reflow, • text vanishing • linked boxes • run arounds
- **New elements in Quark** – Familiarise yourselves with Quark 6.5, 7.3 or 8 • learn what new elements there are and how best to make use of these to make your workflow easier and more efficient.

Our Quark tutor will help you put together the most appropriate Quark course for your needs.

Cost: - On application for half-day or whole day sessions

IMAGO PUBLISHING LIMITED

Albury Court, Albury, Thame, Oxfordshire OX9 2LP, UK

Tel: +44 (0)1844 337000 Fax: +44 (0)1844 339935 www.imagogroup.com

Imago Group Offices: Delhi · Hong Kong · Los Angeles · New York · Paris · Shanghai · Shenzhen · Singapore · Sydney
Registered in England Number 1514483 VAT Number GB 834 8505 15



INVESTORS IN PEOPLE