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	<i>Illustrator</i>	<i>Photoshop</i>	<i>InDesign</i>	<i>Quark 6.5</i>	<i>Quark 7</i>
01 Create a Gradient	X	X	X	X	X
02 Create a Blend	X	X	X	-	-
03 Create a Master Page	-	-	X	X	X
04 Create & Use Layer Comps	X	X	X	-	X
05 Create a Style Sheet	-	-	X	X	X
06 Create a Nested Style	-	-	X	-	-
07 Create an Object Style	X	X	X	-	-
08 Create a Clipping Mask/Path	X	X	-	-	-
09 Create a Table	-	-	X	X	X
10 Create Greeking	-	-	X	X	X
11 Create a Drop Cap	-	-	X	X	X
12 Create a Quick Mask/Channel		X			
13 Create & Use a Library	-	-	X	X	X
14 Create a Book	-	-	X	X	X
15 Use the History Brush	-	X	-	-	-
16 Use the Healing Brush	-	X	-	-	-
17 Use Filters and Effects	X	X	-	-	-
18 Use Live Trace	X	-	-	-	-
19 Use Live Paint	X	-	-	-	-
20 Use Gradient Mesh	X	-	-	-	-
21 Save a Selection	X	X	-	-	-
22 CMYK Prep & Collect for Output	X	X	X	X	X
23 Export a PDF	X	X	X	X	X
24 Extract an Image	-	X	-	-	-
25 Foreground Force an Image	-	X	-	-	-
26 Adjusting Photos	-	X	X	X	X
27 Autoflowing Text	-	-	X	X	X
28 Place an Image Inside Type	-	-	X	-	-
29 Using XML	-	-	X	-	-
30 Using Job Jackets	-	-	-	-	X
31 Create a Table of Contents	-	-	X	X	X
32 Using the Bridge	X	X	X	-	-
33 Using Version Cue	X	X	X	-	-
34 Using Anchored Objects	-	-	X	-	-

# Top Ten Drills - 1

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01	Create a Gradient	Illustrator > Window > open Swatches, Gradient palettes > set left and right stops from Swatches palette > drag new gradient to Swatches palette > save file.
		Photoshop > Gradient Tool > Edit Gradient Box > set left and right stops from color box > type in gradient name > click New > click OK > save file.
		InDesign > Window > Swatches > Right Arrow > New Gradient Swatch > click a stop to set stop colors on swatches > set left and right stops > click OK to save gradient.
		Quark 6.5+7 > Draw box > select linear blend from swatches > choose colors for #1 & #2 buttons > Put gradient in a library to save.
02	Create a Blend	Illustrator > Window > Swatches > create 2 different-colored items with no line color > Select Blend Tool > click on 1st item > click on 2nd item > save file. Method #2 > create 2 different-colored items and lay one on top of the other > Window > Transparency > select a blending option from the pull-down menu and desired opacity > save file.
		Photoshop > New white layer under image > Add layer mask to image layer > Select gradient from Gradient Picker > Select Normal Mode > Select Gradient Tool > click on Layer Mask > Draw line through image with Gradient tool.
		InDesign > With one item over another, Window > Transparency > select a blending mode from the pull-down menu, then desired opacity. Isolate blending confines the blending to items within the group, leaving items below it untouched. Knockout blending blocks out items underneath the group.
		Quark 6.5+7 > Printing a large gradient to a Postscript Level 3 device engages SmoothShading, which is built into the program.
03	Create a Master Page	InDesign > Window > Master Page > Layout > adjust Margins & Columns > Put text, guides, pagination > Type > Insert Special Character > Auto Page Number, and any other master items here. They will be locked on document pages, but you can choose Override All Master Items from the Pages palette arrow, or individual items with shift-command-click. You can restore master page items with Remove Local Overrides from the Pages palette arrow.
		Quark 6.5+7 > Page > Display > A-Master A Page > Page > adjust Master Guides > Put text, guides, auto-pagination > <#> and other master items here. Item > Lock the master items in place. In 6.5 you can lock the item but in 7.0 you can lock the text box location and the text contents. Override the master page items on document pages by using the Contextual Menu > Lock > uncheck item. Restore master page items the same way. In 6.5, you have to go Item > Unlock.
04	Layer Comps	Illustrator > File > Place > Photoshop Import Options > Layer Comp pull-down menu. No editing once placed in Illustrator. You have to re-import it with a different layer option chosen.
		Photoshop > first open a document with layers > Window > Layer Comps > Set up layers you want on or off first, then select New Layer Comp from right arrow > Name Layer Comp.
		InDesign > File > Place > Turn on Show Import Options > Select Layered File > click Open > Select Layer Comps you want on. Once placed in InDesign, you can change layer comps using the Contextual Menu or the Object Menu > Object Layer Options.
		Quark 7 > File > Import Picture > Window > PSD Import > Layers tab > turn on/off layers.

# Top Ten Drills - 2

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05 Style Sheets	InDesign > Window > Type & Tables > Paragraph Styles Palette > New Paragraph Style > Name > Attributes > OK.
	Quark 6.5+7 > Window > Style Sheets > Edit > Style Sheets > New Paragraph Style > Name > Attributes > OK.
06 Nested Style	InDesign > Window > Type & Tables > Character Styles > Palette Arrow > New Character Style > name & save. Paragraph Styles > Left Arrow > New Paragraph Style > Drop Caps and Nested Styles > click New Nested Style button, choose character style you just made from pull-down menu, set parameters such as character style up through 1st word > OK.
07 Object Style	Illustrator > Window > Graphic Styles > create a styled object > Palette Arrow > New Graphic Style > name > OK.
	Photoshop > create a styled object > Window > Styles > select object layer > Palette Arrow > New Style > name > OK.
	InDesign > Window > Object Styles Palette > create a styled object > Palette Arrow > New Object Style > name > OK.
08 Clipping Mask/Path	Illustrator > select and create shape from Tool Bar > lay shape over artwork you want to clip > Object > Unlock All > Select All > Object > Clipping Mask > Make.
	Photoshop > Window > Paths > Right Arrow > New Path > Pen Tool > draw clipping path on photo > Window > Layers > select layer to clip > Paths > select path layer > Palette Arrow > Clipping Path > Clipping Path window > select path from pull-down window, leave flatness blank > OK > path will have letters outlined indicating it is now a clipping path > save.
09 Create a Table	InDesign > Click and drag type tool to table size > Table > Insert Table > Set Rows and Columns > Start typing in the cells > use items under Table Menu to merge/unmerge cells > use color swatches to color cells, lines, and type. Select table > Object > Text Frame Options > General tab > change inset spacing.
	Quark 6.5+7 > Tables Tool > Click and drag to table size > when Table Properties Menu comes up, set rows and columns, choose text or picture cells, Click OK. To Merge Cells, select them with Type Tool > Tables > Combine Cells. In Quark 6.5, use Item > Table > Combine Cells. Also use Tables menu to add/delete rows or columns. Select cells > use color swatches to color cells, lines, and type. Use Modify > Text > to change inset spacing, and Modify > Grid to change the colors of the grid lines.
10 Create Greeking	InDesign > Create a text box > Type > Fill with placeholder text.
	Quark 6.5+7 > Create a text box > Utilities > Jabber. Preferences > Jabberwocky to set preferences (Latin, Klingon, Esperanto, or English).
11 Create Drop Caps	InDesign > put cursor in text > Window > Type & Tables > Paragraph palette > Palette Arrow > Drop Caps and Nested Styles > enter character height and width > OK.
	Quark 6.5+7 > put cursor in text > Style > Formats > Drop Cap check box > enter character height and width > OK.

# Top Ten Drills - 3

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<b>12</b> <b>Create a Quick Mask/Channel</b>	<p>Photoshop &gt; use Magic wand tool set on low number on image, shift select with wand tool to get as much of image as possible &gt; click Quick Mask Mode from bottom right of toolbar. Edit with brush or eraser to mask off areas wanted in white, not wanted in red. Drag Quick Mask to Circle Icon at bottom of Channels palette to select, once selected, click Save Selection as a Channel at bottom of Channel palette &gt; save.</p>
	<p>Photoshop &gt; Channels palette &gt; Create New Channel icon from bottom of palette &gt; Turn on other channels by clicking RGB layer &gt; Edit with brush or eraser to mask off area wanted in white, not wanted in red. Drag channel onto Circle Icon to select it.</p>
<b>13</b> <b>Create &amp; Use a Library</b>	<p>InDesign &gt; File &gt; New &gt; Library &gt; name &amp; save &gt; grab items from your document and drag them into the library window &gt; photo items will use item's name, name text items by double-clicking on icon. Open the library while working in other documents &gt; drag items from library into the new document.</p>
	<p>Quark 6.5+7 &gt; File &gt; New &gt; Library &gt; name &amp; save &gt; grab items from your document and drag them into the library window &gt; name each item by double clicking on it &gt; select the name from the pull-down menu or choose All. Open the library while working in other documents &gt; drag items from library into the new document.</p>
<b>14</b> <b>Create a Book</b>	<p>InDesign &gt; File &gt; New &gt; Book &gt; name &amp; save &gt; Palette Arrow &gt; Add Document &gt; Right Arrow &gt; Synchronize Options &gt; PDF, Preflight, or Package book from Palette Arrow menu.</p>
	<p>Quark 6.5+7 &gt; File &gt; New &gt; Book &gt; name &amp; save &gt; Top Icon &gt; Add Chapter &gt; Top Icon &gt; Synchronize &gt; Top Icon &gt; Print.</p>
<b>15</b> <b>History Brush</b>	<p>Photoshop &gt; History Brush Tool &gt; Use this tool as you would the History palette, only in brush form. Each stroke with the History brush goes back a step in the area you're working, but unlike the History palette, leaves the other parts of your image unaffected.</p>
<b>16</b> <b>Healing Brush</b>	<p>Photoshop &gt; Healing Brush Tool &gt; Use this tool as you would the Clone Stamp tool. The difference is the Clone Stamp tool takes from where you sampled and moves it to where you stamp, while the Healing Brush tries to blend the stamped sample in with surrounding area instead of simply transferring it.</p>
<b>17</b> <b>Using Filters and Effects</b>	<p>Illustrator &gt; File &gt; New &gt; RGB Mode. If you use CMYK mode, only the Photoshop Filters &amp; Effects will be available. To preview what's available, select an object &gt; Effect &gt; and under Photoshop Effects &gt; Effects Gallery. Some often-used ones are Effects &gt; Stylize &gt; Round Corner, and Effects &gt; Stylize &gt; Drop Shadow.</p>
	<p>Photoshop &gt; RGB Mode &gt; Select an object &gt; Image &gt; Adjustments &gt; choose from a number of adjustments, or choose Filter &gt; Filter Gallery, and sample a number of effects you can apply to your selection. In CMYK mode, some of the adjustments and filters are unavailable.</p>
<b>18</b> <b>Live Trace</b>	<p>Illustrator &gt; File &gt; Place &gt; Photo. Select image &gt; Select Tracing Options Menu from bottom of from Arrow next to Live Trace button on Control palette &gt; Preview your options from the Preset pull-down menu, which are the same items as in the Arrow menu. Select Trace when you're satisfied with your choice. Select image &gt; Expand button from control Palette. Your Image is now editable.</p>

# Top Ten Drills - 4

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19 Live Paint	Illustrator > Place object with different regions > Object > Live Paint > Make > Live Paint Bucket Tool > roll over regions to see how they highlight > Swatches > Pick fill color > Roll over and click on regions you wish to paint > Swatches > Pick none > Roll over with Live Paint Bucket Tool and click on regions you wish to see through.
20 Gradient Mesh & Mesh	<p>Illustrator &gt; Draw an object &gt; Select Mesh Tool from Toolbar &gt; Manually click inside object to create a mesh &gt; Use Direct Selection tool to move or Bézier individual points. Create gradients by selecting points with Direct Selection tool and selecting fill color for each point.</p> <p>Illustrator &gt; Draw an object and give it a fill &gt; Object &gt; Create Gradient Mesh &gt; in Create Gradient Mesh window, enter rows and columns, under Appearance, choose how you would like highlights on points to appear, under Highlight, select the amount of white you would like to appear in the highlight &gt; check Preview box, when satisfied click OK. Edit curves and color gradient points the same way as with the Mesh Tool above.</p>
21 Save Selection	<p>Illustrator &gt; select objects &gt; Select &gt; Save Selection &gt; name. To load selection &gt; Select &gt; choose selection name at bottom of menu.</p> <p>Photoshop &gt; select objects &gt; Select &gt; Save Selection &gt; name. To load selection &gt; Select &gt; Load &gt; choose selection from Channel pull-down menu. Note: Photoshop will allow you to add to your selection by selecting objects &gt; Select &gt; Save Selection &gt; choose selection from pull-down menu &gt; Click "Add to Channel" radio button &gt; OK.</p>
22 CMYK Prep, Preflight, & Collect for Output	<p>Illustrator &gt; Window &gt; Links &gt; Double click on the link &gt; this will show you if there are any problems with linked items, and give you the pathways where they are stored. Type &gt; Find Font &gt; this window will let you find fonts, or show you if a font is missing. File &gt; Document Color Mode &gt; CMYK Color &gt; all color swatches are automatically converted. Swatches &gt; Palette Arrow &gt; Select All Unused &gt; Delete unused swatches. Print &gt; Marks and Bleed &gt; Output &gt; select Separations from Mode pull-down menu &gt; Print and check separations on laser printer.</p> <p>Photoshop &gt; Image &gt; Mode &gt; CMYK Color &gt; View each channel separately to check seps.</p> <p>InDesign &gt; Window &gt; Links &gt; Double click on the link &gt; this will show you if there are any problems with linked items, and give you the pathways where they are stored. File &gt; Preflight &gt; Summary or Fonts in this window will tell you if there is a problem with a font. Swatches &gt; Left Arrow &gt; Select All Unused &gt; Delete. Check that all remaining colors are converted to CMYK by double-clicking on them. Window &gt; Output &gt; Separations &gt; Preview on &gt; view each color page by page. Window &gt; Output &gt; Flattener Preview &gt; Affected Graphics &gt; go page by page with this on and it will highlight any transparent items that are covered or on the wrong layer. Check to see that transparent items are on the next to the topmost layer, and that text is on the topmost layer. File &gt; Package &gt; this will run Preflight and check for errors. Once the errors are fixed, a menu will come up and let you enter printing instructions. It will then deposit all fonts, linked files, a copy of the InDesign document, and the printing instructions into a folder named after the document.</p> <p>Quark 6.5+7 &gt; Utilities &gt; Usage &gt; choose Fonts or Pictures &gt; corresponding window will tell you if there is a problem with a font or image. It will also tell you if an imported photo or EPS has been converted to CMYK. Edit Colors &gt; Select Spot and RGB Colors and convert them to CMYK &gt; Select Colors not used and delete &gt; Print &gt; Colors &gt; select Separations from Mode pull-down menu &gt; turn Marks on &gt; print seps on laser printer to see if document is separating correctly. File &gt; Collect for Output &gt; select what items you want from the menu and save them into a folder.</p>

# Top Ten Drills - 5

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<b>23</b>  <b>Export a PDF</b>	Illustrator > File > Save As > chose Adobe PDF from format pull-down menu > Save Adobe PDF menu will come up > make choices and click Save PDF button.
	Photoshop > File > Save As > chose Photoshop PDF from format pull-down menu > Save Adobe PDF menu will come up > make choices and click Save PDF button.
	InDesign > File > Adobe PDF Presets > Define or select from menu > Click Done from the Define menu > File > Export, or if you selected a preset, the Export PDF menu comes up. If your file is layered, you can now export InDesign layers in PDFs if you select Acrobat 6 in the Compatibility pull-down, and check the Create Acrobat Layers in the options area. Choose Adobe PDF from the pull-down Format menu at the bottom of this window, name & save your file.
	Quark 6.5+7 > File > Export > Layout as PDF > Options button at bottom will let you make choices, including creating your own presets > Click OK > name & save your file.
<b>24</b>  <b>Extract an Image</b>	Photoshop > Filter > Extract > outline parts of the photo with highlighter tool > Fill in outlined parts with Bucket Tool > Click Preview to see if you got what you wanted > In bottom right of Extract window is Preview area. Toggle between Original and Extracted in the the Show pull-down menu. When you go back to Original, be sure to turn on Show Highlight and Show Fill boxes. Keep working until you get what you want and click OK. Drag this layer onto your working Photoshop file.
<b>25</b>  <b>Force an Image Foreground</b>	Photoshop > Filter > Extract > In the Extraction area on the right, check the Force Foreground box, use the Eyedropper Tool to select the most prominent foreground color. Use the Highlighter Tool to completely cover the foreground area you wish to capture. Select Preview and in Preview area, show Extracted color in Black Matte, especially if the foreground is a light or wispy image. Go back to Original, turn on Show Highlight to keep working. Select Show Extracted to check your work. When you're satisfied, click OK and drag this layer onto your working Photoshop file.
<b>26</b>  <b>Adjusting Photos</b>	Photoshop > select image > Image > Adjustments > select from a variety of options.
	InDesign > Window > Transparency > adjust transparency of photo. Object > Drop Shadow > add a drop shadow to a photo. Object > Feather > add feathering effects to photo. Object Layer Options > to turn on/off layers. Object > Clipping Path > Detect Edges to make text wrap around the edges of a photo. Object > Transform > Rotate > put in an angle and deselect Rotate Content. It will rotate the box without rotating the photo. Control clicking on the photo will bring up some of these same options.
	Quark 7 > select image > Picture Effects palette > the first pull-down arrow menu has a choice of adjustment options > the second pull-down arrow menu has a choice of filter effects. Item > Modify > Picture > Opacity > set percentage of transparency here.
<b>27</b>  <b>Autoflow Text</b>	InDesign > Create New Document with Master Frame > Place text on page 1 by shift-clicking the place text icon. Icon will change from lines into an S shaped icon. It will flow out the entire length of the text, adding pages as it goes.
	Quark 6.5+7 > Create New Document with Automatic Text Box > Insert Content Tool cursor in text box on 1st page > File > Insert Text > Text flows to end of file, adding pages.

# Top Ten Drills - 6

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<p><b>28</b> <b>Place Image Inside Type</b></p>	<p>InDesign &gt; Text Tool &gt; Create word with large type &gt; select text &gt; Type &gt; Create outlines Select outlines &gt; File &gt; Place &gt; Select Photo &gt; position cursor inside text lines (the brush icon will change from a square corner to parentheses &gt; Click Brush &gt; Use Direct Selection tool to adjust position of photo inside text.</p>
<p><b>29</b> <b>Using XML</b></p>	<p>InDesign &gt; Window &gt; Tags &gt; Palette Arrow &gt; New Tag &gt; Create and name a tag for each part of your document &gt; Select and tag items from your document &gt; View &gt; Structure &gt; Left Arrow &gt; View Text Snippets &gt; Make sure your tags flow from top to bottom in the same order as your document &gt; File &gt; Export &gt; Save and name in XML format. File &gt; New Document &gt; Create empty placeholders for same tagged items in old document &gt; Tag them the way you would like the items placed &gt; File &gt; Import XML &gt; in Import Options choose Merge Content &gt; Window &gt; Tags &gt; Palette Arrow &gt; Map Styles to Tags &gt; Size photos, arrange items in new layout.</p>
<p><b>30</b> <b>Using Job Jackets</b></p>	<p>Quark 7 &gt; Utilities &gt; Job Jackets Manager &gt; New Job Jacket &gt; name &amp; save &gt; Settings Tab &gt; Tickets &gt; Add Job Ticket Templates &gt; Style Settings Tab &gt; Append from Application &gt; Select from boxes 1-3 &gt; Contacts Tab &gt; enter "job definer" info, printing company, client, designer, etc. &gt; Layout Specifications Tab &gt; fill in specifications. To edit this, go to File &gt; Collaboration Setup &gt; Job Jacket tab &gt; Linked Layouts tab &gt; Shared Layouts tab &gt; Content tab &gt; Updates tab. Three more options are located under File &gt; Job Jackets: Link Project, Modify Job Ticket, &amp; Evaluate Layout. For further study, see manual Chapter 7, page 266.</p>
<p><b>31</b> <b>Create a Table of Contents</b></p>	<p>InDesign &gt; Go through your document and select each one of your desired table of contents entries and make sure they are in the same paragraph style, i.e.; Chapter Headers. Create a blank page at the beginning of your document where you would like the table of contents to be placed. Layout &gt; Table of Contents. In the Table of Contents window, put in the title and give it a paragraph style. Under "Styles in Table of Contents," select Chapter Headers on the right and click the Add button. To choose the type style that the table of contents will be in, select Entry Style from the pull-down menu in the next box down, called Style. Click OK on this menu, and then go to your new table of contents and spend some time formatting it with type, tabs, etc., until it looks right to you.</p> <p>Quark 6.5+7 &gt; Define a style for items you want to use in your table of contents. Go through your document and make sure all those items have been assigned to that style. Define a style to be used to format the table of contents. Window &gt; Lists &gt; Palette Arrow &gt; New List &gt; name it &gt; Select style name of items you want in the list &gt; Select style for formatting the list &gt; Put cursor in text box on a blank page &gt; Click Build &gt; Format the text with tabs and tab lines until you're satisfied that it looks like a table of contents, and put it on the page you want in your document.</p>

# Top Ten Drills - 7

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32	<p>InDesign &gt; File &gt; Browse &gt; Bridge &gt; under the Favorites tab, select InDesign Templates. Here you will have a choice of folders with sample layout templates for Booklets, Books, Business Sets, Catalogs, CD-DVD layouts, Certificates, Community Newspapers, Datamerge Documents, Flyers, Forms, High Tech, Hotel, Labels, Stickers, Manuals, Menues, Miscellaneous, Newsletters, Newspapers and Magazines, Presentations, and Reports. Use these templates to get ideas, or to get jobs started.</p>
Using The Bridge	<p>Adobe Stock Photos &gt; File &gt; Browse &gt; Bridge &gt; under the Favorites tab, select Adobe Stock Photos, and make sure your internet connection is on. Type in a keyword to search for photos you are looking for. Adobe stock photos will search through all the current photograph providers for royalty-free photos that match that keyword. Any items you see that you want to put into a layout, you can download it by clicking on Download Comp under the search box. It will put your choice into a folder called Downloaded Comps. You can work with this photo in InDesign by putting the Bridge window over your document, and dragging it from the Bridge directly into InDesign. If your client likes it and wants to purchase it, you can get purchasing information from the links menu. Links &gt; select photo &gt; Palette Arrow &gt; Purchase this image. It will be added into your shopping cart in Adobe Stock Photos, where you can choose from a variety of photo sizes and resolutions. Once purchased, it will download right into your InDesign layout without having to re-crop.</p>
	<p>Illustrator &gt; File &gt; Browse &gt; Bridge &gt; under the Favorites tab, select Clip Art. You can browse through hundreds of files that came with the Bridge, or creat your own library. You can even purchase Illustrator drawings through Adobe Stock Photos.</p>
	<p>Snippets &gt; under the Favorites tab, select Snippets (you many have to create this folder to keep all your snippets in one place). Any time you have a configuration of art and text from InDesign or Illustrator to save, select it, drag it from the program page into to the snippets folder. When you need a particular snippet, drag it from the snippets folder in the program.</p>
33	<p>Bridge &gt; Version Cue &gt; under the Favorites tab, select Version Cue. From the Tools Menu, select Version Cue &gt; New Project. Name it, and then put in the related documents you'd like to keep under that folder. You would double click the folder from the Version Cue menu to open it. If a document has been saved in Version Cue and you are working on it, at the bottom of the document next to the blue slider, you can click down on the arrow and select earlier versions. Once you've finished your work on the document, you need to save a new version by selecting Version &gt; New. You'll have a chance to add a few notes to the new version, in case you are working with other artists and there are alternate versions of the same document, your notes will tell them what's been done on this particular version.</p>
34	<p>InDesign &gt; Put your cursor in the text where you would like the anchored object to be. Object &gt; Anchored Object &gt; Insert. A menu will appear giving you placement and adjustability options. Click and drag the anchored object to move it in relation to the text column it is anchored to. When you move the text column, the anchored object will move with it and retain its placement. To release the object, select it, go Object &gt; Anchored Object &gt; Release.</p>
Using Anchored Objects	