

COURSE SPECIFICATIONS

QuarkXpress Introduction



DURATION

2 days

PREREQUISITES

Good Mac or PC skill

OVERVIEW

This course is an introduction to page layout using QuarkXpress. We will guide you through a wide variety of techniques used for creating single page newsletters to multi-page presentations. QuarkXpress is the industry standard page-layout application.

COURSE CONTENT

CREATING A NEW DOCUMENT

- View options & Shortcuts
- Using guidelines
- Palettes & their keyboard shortcuts
- Customising the tools palette
- Item & content tool models

CREATING ITEMS

- Drawing rectangular Items
- Positioning Items
- Resizing Items
- Rotating Items

TEXT

- Inputting text
- Viewing invisibles
- Selecting text
- Undo, cut, copy, and paste
- Importing text

TYPOGRAPHY

- Selecting fonts & font sizes
- Scaling text
- Kerning/tracking
- Leading
- Baseline shift

FORMATTING TEXT

Indents
Indent here invisible
Space before/after
Working with drop caps
QX intro cont.....

POSITIONING TEXT WITHIN AN ITEM

Text alignment
Text insert
First baseline
Vertical alignment
Flipping text

TEXT COLUMNS

Multiple column boxes
Linking/unlinking text boxes
Controlling text flow

TABS & TABLES

Inserting tabs
Setting tab ruler markers
Adding/deleting tabs
Adding fill characters
Using paragraph rules

APPLYING COLOUR

Adding frame
Using the colours palette
Using item-modify for colour
Using graduated blends

LINES

Creating straight lines
Modifying straight lines

PICTURES

Rectangular/Oval Picture Boxes
Importing Pictures
Resizing/Scaling Pictures
Picture File Formats

BASIC RUNAROUND OPTIONS

Use of None & Items Modes
Aligning text to Picture Bounds, Auto image & Embedded Paths

Working with Multiple Items
Duplicate and Step & Repeat

Working with layers
Selecting Through Layers
Selecting Multiple Items
Locking Items
Introduction to Colour Creating & Naming Colours



CREATING A NEW LIBRARY

Copying to & from a Library
Listing Library Contents

INTRODUCTION TO STYLE SHEETS

Creating Character Styles
Creating Paragraph styles
Applying Styles
Duplicating Styles
Using Based on Styles

INTRODUCTION TO MASTER PAGES

Single & Spread Masters
Modifying Master Items
Automatic Page Numbering
Using Multiple Master Pages

COURSE SPECIFICATION

QuarkXpress Advanced



DURATION

1 day

PREREQUISITES

Working knowledge of QuarkXpress 4

OVERVIEW

This is a fast moving, hands on course for experienced QuarkXpress users who want to discover the most effective ways to work in a professional environment. You will look at items covered in the introductory course in more detail and explore

The use of the Bezier and list functions

COURSE CONTENT

CREATING A NEW DOCUMENT

Xtension management

Customising preferences

The append command

VIEWS - ADVANCED

TEXT AND TYPOGRAPHY

Setting a baseline grid

Locking text to a grid

Aligning text within a grid

Kerning/tracking table edit

En & em space/dashes

Customising the flex space

H & J's

Creating and applying H & J's

Non-breaking hyphens

Hyphenation exceptions

Find/change & search criteria

TEXT FLOW

Advanced runaround

Running text around embedded paths

Alpha channels and none white areas

Running text around all sides

BEZIER BOXES AND LINES

- Drawing Bezier lines/boxes
- Editing Bezier points and segments
- Changing boxes to Bezier items
- Drawing freehand lines/boxes
- Creating text paths
- Aligning text on a path
- Creating Bezier shapes from text
- Creating picture boxes from text

ITEMS - ADVANCED

- Merging/splitting items
- Changing item content
- Flipping asymmetrical items
- Document management
- Style sheets advanced
- Master pages advanced
- Creating an index
- Creating lists and tables of contents
- Creating books

COLOUR ADVANCED

- Features of spot and process models
- Options of hexachrome and POCE
- Using libraries for colour swatches
- Colour management basics
- Colour management preferences
- Using profile manager
- Using the colour profile palette

INTRODUCTION TO TRAPPING

- Setting trapping preferences
- Trapping exceptions colour by colour
- Trapping exceptions item by item

PRE-PRESS CHECKS

- Font/picture usage
- Colour separation
- Collect for output
- Proof printing
- Creating crop/cut marks
- Page set-up options
- PPD manager
- Print options
- Capturing print settings
- Print styles