

QuarkXPress ESSENTIALS - 2 Day Course



This course is designed to provide new users of QuarkXPress 9 with a comprehensive understanding of this powerful desktop publishing application. This popular course covers how to produce professional documentation ranging from single page layouts to highly sophisticated magazines. This course covers creating page layouts from scratch, editing existing page layouts, working with templates, using text management tools and how to master time-saving features such as styles, the Story Editor, layers and master pages.

COURSE OUTLINE

QuarkXPress basics

- QuarkXPress tools
- Single and multiple layouts
- Creating text and picture boxes
- Importing text and pictures

Setting up pages in Quark

- Setting the page size and margins
- Columns and gutters
- Creating and deleting pages
- The Measurements palette

Adding text and graphics

- Framing text and picture boxes
- Cropping and rotating graphics
- Wrapping text around items
- Different types of runarounds
- Understanding Callouts
- Using Step and Repeat
- Finding and changing text
- Linking and unlinking text boxes
- An introduction to transparency and drop shadows

Using Master Pages

- Creating and editing Master Pages
- Automatic page numbering
- Creating headers and footers
- Using a combination of Master Pages

Working with colour

- Understanding bleeds
- Spot colours and pantones
- Creating custom colours

Creating and formatting documents

- Fonts, styles and sizes
- Working with templates
- Paragraph formatting
- Leading, tracking and kerning
- Modifying text and picture boxes
- Using invisibles and guides
- Introducing tabs
- Rules above and below
- Bullets and numbering

Further text controls

- Paragraph and character style sheets
- Style sheets with templates
- Runaround techniques
- Conditional styles
- Working with the Story Editor
- Editing in the Story Editor
- Using space/align
- Using the QuarkXPress library
- Using the Baseline Grid

Working with beziers

- Three rules of Bezier curves
- Creating custom shapes and paths
- Creating text on a path
- Working with ShapeMaker

Working with layers

- Using the Layers palette
- Using layers to isolate items that should not print
- Adding, removing and merging layers
- The Layer Attributes dialog box
- Using Keep Runaround in layers
- The Layer selection area
- Deleting Layers

Document facilities

- Moving pages between documents
- Exporting different file formats
- Exporting as a PDF

Printing from QuarkXPress

- Automatically embedding fonts, colours and images for trouble-free printing from QuarkXPress
- Overview of Job Jackets
- A printing checklist