

QuarkXPress 8: Level 1

Course Length: 2.0 day

Course Description

You have probably created simple documents, such as letters and reports, using word processing applications. You most likely applied basic type formatting, included some graphics in the documents, and printed the documents yourself on a desktop printer. Now you need to create high-quality single- and multiple-page documents for professional publication. In this course, you'll use QuarkXPress to lay out professional quality single and multiple-page documents that include text and graphics, and are designed for professional printing and publication.

Course Objective:

You will use QuarkXPress 8 to set up and lay out single-page and multiple-page documents.

Target Delegates:

Professional and prospective layout designers and technicians with any level of experience, but with little or no experience using QuarkXPress, who need to learn to use QuarkXPress to lay out publications. They are unlikely to be doing the printing themselves. They are more likely to work for medium sized and large companies, rather than small businesses. They have basic word processing skills and may already use Illustrator and Photoshop.

Prerequisites:

Before taking this course, Delegates should be familiar with the basic functions of their computer's operating system. They should also have basic word processing skills, such as copying and pasting text, formatting type, and so on.

Performance-Based Objectives

Upon successful completion of this course, Delegates will be able to:

- create a single-page document containing text and graphics.
- create the structure for a multi-page layout.
- typeset text in a multiple-page document.
- create tables to hold text and graphics.
- enhance the readability of a layout.
- prepare a layout for hand-off to a vendor for commercial output.

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Course Content

Lesson 1: Creating a Basic Single-Page Document

- Topic 1A: Create a New Document
- Topic 1B: Place Graphics
- Topic 1C: Add Display Type
- Topic 1D: Align Items with Guides
- Topic 1E: Create Bleeds

Lesson 2: Structuring a Multi-Page Document

- Topic 2A: Set Up a Facing-Pages Layout
- Topic 2B: Create Additional Pages
- Topic 2C: Define Colors
- Topic 2D: Apply Colors
- Topic 2E: Create and Apply Master Pages

Lesson 3: Typesetting

- Topic 3A: Flow Text
- Topic 3B: Adjust Vertical Spacing
- Topic 3C: Align Type Horizontally
- Topic 3D: Create Paragraph Rules
- Topic 3E: Format Type with Style Sheets
- Topic 3F: Modify Style Sheets

Lesson 4: Presenting Text and Graphics in Tables

- Topic 4A: Create a Table Manually
- Topic 4B: Create a Table from Text
- Topic 4C: Display Graphics in Table Cells
- Topic 4D: Resize Rows and Columns
- Topic 4E: Modify Table Structure
- Topic 4F: Format Table Cells

Lesson 5: Enhancing a Publication's Readability

- Topic 5A: Check Spelling
- Topic 5B: Apply Runaround
- Topic 5C: Format Item Frames
- Topic 5D: Inset Text
- Topic 5E: Apply Continuation Page Numbering

Lesson 6: Finalizing a Document for Commercial Printing

- Topic 6A: Check Picture Usage
- Topic 6B: Check Font Usage
- Topic 6C: Print a Proof
- Topic 6D: Create Print Styles
- Topic 6E: Collect for Output