

QuarkXPress: Introduction

Are you still paying a design agency or marketing company to produce your publications? You may have tried to create simple documents, such as letters, reports, newsletters, 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 learn how to create high-quality single- and multiple-page documents for professional publication.

During this course, you will get the secrets and tricks the agencies don't want you to know, plus how to use QuarkXPress to lay-out professional quality documents that include text and graphics, that are designed for professional printing, in-house printing and the web.

In this course, you will:

- Understand and apply basic functions in Quark
- Apply advanced page construction using master pages, libraries and templates
- Understand typographical content

Course Length: 1 day

Course Content

Quark Xpress Basics

Layout Basics

Creating a project and importing content

Opening a project

Working with text content

Working with picture content

Box basics

Creating rectangular boxes

Creating circular and oval boxes

Creating star-shaped boxes

Using ShapeMaker

Text Basics

Creating text boxes

Entering text

Importing text

Formatting text

Editing text

Picture Basics

Creating and resizing a picture box

Importing a picture

Modifying picture size

Running text around a picture

Managing imported pictures

Stacking, Spacing, and Layers

Controlling stacking order

Spacing and aligning items

Creating a new layer

Showing and hiding a layer

Moving items between layers

Locking a layer / Printing layers



QuarkXPress: Introduction

Course Content

Colour Basics

- Creating a CMYK colour
- Creating a spot colour
- Creating a Web-safe colour
- Applying colours to text and pictures
- Applying colours to frames and box backgrounds
- Creating a blend
- Editing a colour

Table basics

- Creating a table
- Adding text
- Using Auto Fit controls
- Linking text cells manually
- Linking text cells automatically
- Adding a picture
- Adding and deleting rows
- Adding and deleting columns
- Editing a table frame, border, and grids
- Editing table cells
- Resizing rows, columns, and entire tables manually
- Converting text to a table
- Importing a table
- Splitting a table
- Updating imported table content

Printing basics

- Preparing to print
- Using basic print commands
- Printing colour composites
- Creating a colour composite output style
- Printing colour separations
- Creating a colour separation output style
- Updating missing or modified pictures
- Collecting files for output



QuarkXPress: Introduction

Course Content

Advanced layout construction

- Master pages, page numbers, and sections
- Creating a master page automatically
- Displaying a master page / Modifying a master page
- Creating automatic page numbers
- Creating a new master page
- Applying master pages to layout pages
- Separating layouts into sections
- Renaming and deleting a master page

Topic 2 Libraries

- Creating a new library
- Adding an entry to a library
- Working with library entry labels
- Using a library

Templates

- Examining a project structure
- De-constructing a project
- Saving as a template

Palette sets

- Creating a palette group
- Working with palette groups
- Creating a palette set for text editing
- Creating a palette set for image-handling

Special characters

- Inserting glyphs
- Saving glyphs as favourites
- Inserting special characters
- Working with automatic ligatures
- Working with OpenType fonts and styles



QuarkXPress: Introduction

Course Content

Text and typography

Style sheets

Creating a “base” character style sheet

Creating a special-formatting character style sheet

Creating a paragraph style sheet

Basing a paragraph style sheet on another style sheet

Applying style sheets

Performing a “clean apply” of a style sheet

Updating a style sheet from local formatting

Editing a style sheet

Vertical and horizontal spacing

Adjusting leading

Adjusting space before and after paragraphs

Using baseline shift

Specifying indents

Using hanging characters

Creating hanging character classes and sets

Adjusting tracking

Adjusting kerning

Tabs

Inserting a right-indent tab and adding a fill character

Setting tabs numerically Setting tabs visually

Rules and drop caps

Applying rules to paragraphs

Applying rules through paragraph style sheets

Applying drop caps to paragraphs

Formatting drop caps

Hyphenation and justification

Controlling hyphenation and justification

Inserting a discretionary hyphen

Adding hyphenation exceptions