

QuarkXPress 6.5 - Introduction

(2 days)

Background

This two day Quark authorised course is designed to provide you with an excellent grounding in this immensely powerful desktop publishing program. A further two day advanced course is recommended for those who need to use Quark's layout, drawing and graphics features in-depth. In this introductory course you will learn how to produce documents as varied as single page newsletters to magazine layouts. The course covers all the major page layout and text handling features in QuarkXPress with hints and tips from XPress professionals. You will learn how to set up page layouts, edit existing projects, use text management features, use styles and master pages to save production time, work with colour, import graphics and images, create tables and layers and prepare your project for print.

Who should attend

PC or Mac users who wish to start working with this program

Course Outline

Day one

Introduction to QuarkXPress

An overview of DTP

QuarkXPress basics

QuarkXPress tools
The Measurements palette
Creating text and picture boxes
Entering and importing text
Different shaped picture boxes
Importing pictures
About Full Resolution Preview
Using online help

Setting up pages in Quark

Setting the page size and margins
Columns and gutters
Positioning the document origin

Colour models

Understanding RGB, CMYK and Spot colours
Creating and editing colours
Creating colour blends

Text and graphics features

Framing text and picture boxes
Rotating graphics
Cropping images
Wrapping text around items
Different types of runarounds
Grouping and multiple selections
Linking and unlinking text boxes
Using the Baseline Grid
Undoing mistakes

Using master pages

Creating and editing master pages
Automatic page numbering
Creating 'headers and footers'

The document layout palette

Moving around the document
Creating and deleting pages

Creating and formatting documents

Fonts, styles and sizes
Leading and tracking values
Modifying text and picture boxes
Using invisibles and guides
More about Master Pages
Using combinations of Master Pages
Creating and deleting Master Pages

Further text controls

Paragraph and character style sheets
Style sheets and templates
Runaround techniques
Soft and hard returns

Working with tables

The Table tool
Tables with picture boxes
Importing data from MS Excel



0845 644 1712

Working with layers

The Layers palette
Using layers for items that should not print
Adding, removing and merging layers
The Layer Attributes dialog box
Using Layers and Runarounds
The Layer selection area
Deleting Layers

Working with context menus

Activating a context menu
Changing the default keyboard command

Visual indicators

The purpose of visual indicators
Visual indicators in print documents

Document facilities

Moving pages between documents
Exporting as a PDF

Printing from QuarkXPress

Using collect for output
A printing checklist