

# QuarkXPress 7 - Introduction

(2 days)

## Background

This two day Quark authorised course is designed to provide users of QuarkXPress with an excellent grounding in this immensely powerful desktop publishing program.

A further two day Advanced QuarkXPress course is recommended for those who need to use Quark's Collaboration setup, image editing and Job Jackets in-depth. In this introductory course you will learn how to produce professional documentation ranging from single page newsletters to highly sophisticated magazine layouts.

The course covers all the major page layout and text handling features in QuarkXPress and highlights time-saving shortcuts and hints and tips from XPress professionals.

The course covers setting up page layouts from scratch, editing existing page layouts, working with templates, using text management features, making use of styles and master pages to save production time, working with colour, importing graphics and images, creating tables, using layers and preparing your project for print.

## Who should attend

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

## Course Outline

### DAY ONE

#### INTRODUCTION

#### QUARKXPRESS BASICS

- QuarkXPress tools
- Importing pictures
- Entering and importing text
- Different shaped picture & text boxes
- Using the Tabs bar
- Controlling palettes
- Creating palette groups

#### SETTING UP PAGES IN QUARK

- Setting the page size and margins
- Columns and gutters
- Positioning the document origin
- Quark's measurement systems
- Using multiple undo

#### THE DOCUMENT LAYOUT PALETTE

- Moving around the document
- Creating and deleting pages

#### WORKING WITH CONTEXT MENUS

- Activating a context menu
- Customising keyboard commands

#### TEXT AND GRAPHICS FEATURES

- Framing text and picture boxes
- Rotating graphics
- Locking items and contents
- Maintaining picture attributes
- Transparency and drop shadows
- Cropping images
- Using runaround
- Applying Runaround to a cut-out
- Grouping and multiple selections
- Finding and changing text
- Linking and unlinking text boxes
- Selecting through a stack of objects
- Arranging items in a stack
- Image editing in QuarkVista

#### USING MASTER PAGES

- Creating and editing master pages
- Automatic page numbering
- Creating headers and footers
- Using combinations of Master Pages
- Creating and deleting Master Pages

#### WORKING WITH COLOUR

- Creating custom colours
- Understanding spot and process colours
- Creating, editing and appending colours
- Creating colour blends

## **CREATING AND FORMATTING DOCUMENTS**

Fonts, styles and sizes  
Text rotation and flips  
Leading and tracking values  
Modifying text and picture boxes  
Using invisibles and guides  
Creating a project from a Job ticket  
Splitting and creating new windows  
Creating a template

## **SETTING QUARK PREFERENCES**

Typesetting preferences  
Introducing tabs and rules  
Using the rules

## **MORE TEXT CONTROLS**

Re-shaping text boxes  
Anchored text boxes  
Using the Baseline Grid

## **QUESTIONS AND ANSWERS**

### **DAY TWO**

## **FURTHER TEXT CONTROLS**

Paragraph and character style sheets  
Versatile typography with OpenType  
The Glyphs palette  
Using special characters  
Changing character case  
Style sheets with templates  
Runaround techniques  
Soft and hard returns  
Using space/align  
Using the QuarkXPress library

## **WORKING WITH TABLES**

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

## **WORKING WITH BEZIERS**

Creating custom shapes and paths  
Creating text on a path

## **WORKING WITH LAYERS**

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

## **DOCUMENT FACILITIES**

Single and Multiple layouts  
Copying between layouts  
Moving pages between documents  
Importing native Photoshop files

## **PRINTING FROM QUARKXPRESS**

Automatically embedding fonts, colours and images for trouble-free printing from QuarkXPress.  
A printing checklist  
Creating Output Styles  
Exporting as a PDF

## **QUESTIONS AND ANSWER**



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