

Introduction to QuarkXPress

For AppleMac or Windows

(2 days)

Who should attend

Suitable for users with experience of basic Windows or AppleMac concepts.

Course Outline

?? Overview

- *Creating and saving a document*
- *Overview of features*
- *The 'box' concept of page layout*
- *Using the measurements palette, trap info, colours and styles*
- *Page set-up and printing*
- *Print Preview and Print*
- *Using the Help menu*

?? Text Handling

- *The XPress text box*
- *Changing the style of text*
- *Using style sheets*
- *Tabs and indentation*
- *Cut, Copy and Paste*
- *Find and Replace*
- *Spell-checker*
- *Automatic and manual text box chain*
- *Drop caps*

?? Page Layout

- *The document layout palette*
- *Importing text and graphics*
- *Modifying text and graphics boxes*
- *Frame and runaround options*
- *Step and repeat, grouping and locking*
- *Creating, editing and applying colours*
- *Editing imported graphics*
- *Using Publish and Subscribe*
- *Using Master Pages*
- *Automatic page numbering*
- *Creating sections in longer documents*
- *Defaults and preferences*

?? Typography

- *Kerning and tracking*
- *Leading and baseline shift*
- *Horizontal scale*
- *Keyboard shortcuts*
- *Text rotation*
- *Vertical justification*



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