

# QuarkXPress Introduction – 2 Days

## PREREQUISITES

Good Mac or PC skill

## OVERVIEW

This course is an introduction to page layout using QuarkXPress. We will guide you through a wide variety of techniques used for creating single page newsletters to multi-page presentations. QuarkXPress is the industry standard page-layout application.

## CREATING A NEW DOCUMENT

- View options & Shortcuts
- Using guidelines
- Palettes & their keyboard shortcuts
- Customising the tools palette
- Item & content tool models

## CREATING ITEMS

- Drawing rectangular Items
- Positioning Items
- Resizing Items
- Rotating Items

## TEXT

- Inputting text
- Viewing invisibles
- Selecting text
- Undo, cut, copy, and paste
- Importing text

## TYPOGRAPHY

- Selecting fonts & font sizes
- Scaling text
- Kerning/tracking
- Leading
- Baseline shift

## FORMATTING TEXT

- Indents
- Indent here invisible
- Space before/after
- Working with drop caps
- QX intro cont.....

## POSITIONING TEXT WITHIN AN ITEM

- Text alignment
- Text insert
- First baseline
- Vertical alignment
- Flipping text

## TEXT COLUMNS

- Multiple column boxes
- Linking/unlinking text boxes
- Controlling text flow

## TABS & TABLES

- Inserting tabs
- Setting tab ruler markers
- Adding/deleting tabs

- Adding fill characters
- Using paragraph rules

## APPLYING COLOUR

- Adding frame
- Using the colours palette
- Using item-modify for colour
- Using graduated blends

## LINES

- Creating straight lines
- Modifying straight lines

## PICTURES

- Rectangular/Oval Picture Boxes
- Importing Pictures
- Resizing/Scaling Pictures
- Picture File Formats

## BASIC RUNAROUND OPTIONS

- Use of None & Items Modes
- Aligning text to Picture Bounds, Auto image & Embedded Paths
- Working with Multiple Items
- Duplicate and Step & Repeat
- Working with layers
- Selecting Through Layers
- Selecting Multiple Items
- Locking Items
- Introduction to Colour Creating & Naming Colours

## CREATING A NEW LIBRARY

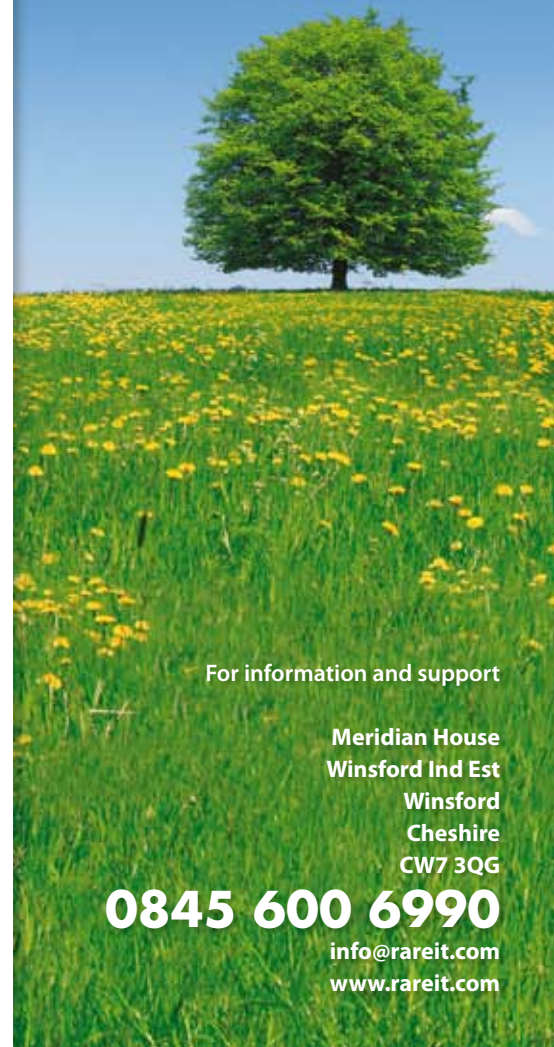
- Copying to & from a Library
- Listing Library Contents

## INTRODUCTION TO STYLE SHEETS

- Creating Character Styles
- Creating Paragraph styles
- Applying Styles
- Duplicating Styles
- Using Based on Styles

## INTRODUCTION TO MASTER PAGES

- Single & Spread Masters
- Modifying Master Items
- Automatic Page Numbering
- Using Multiple Master Pages



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