

## QUARKXPRESS – INTRODUCTION COURSE OUTLINE

**APPLICATION** QUARKXPRESS

**LEVEL** INTRODUCTION

**DURATION** ONE DAY

**WHO SHOULD ATTEND** This course is for first time users of QuarkXPress who need to learn how to use this industry standard desktop publishing package to create a wide range of publications.

### OBJECTIVE

The Foundation course is designed to introduce all of the QuarkXPress functions and features to the new user in order that they become confident in producing a variety of publications - from single page to multi-page documents, in a variety of formats and output sources.

### COURSE CONTENT

During the course, delegates will gain practical knowledge of the following:

#### **Creating a Basic Single-Page Document**

- Create a New Document
- Place Graphics
- Add Display Type
- Align Items to Guides
- Create Bleeds

#### **Structuring a Multi-Page Document**

- Set Up a Facing-Pages Layout
- Create Additional Pages
- Define Colours
- Apply Colours
- Create and Apply Master Pages

#### **Typesetting**

- Flow Text
- Adjust Vertical Spacing
- Align Type Horizontally
- Create Paragraph Rules
- Format Type with Style Sheets
- Modify Style Sheets

#### **Presenting Text and Graphics in Tables**

- Create a Table Manually
- Create a Table from Text
- Display Graphics in Table Cells
- Resize Rows and Columns
- Modify Table Structure
- Format Table Cells

#### **Enhancing a Publication's Readability**

- Check Spelling
- Apply Runaround
- Format Item Frames
- Inset Text
- Apply Continuation Page Numbering

#### **Finalizing a Document for Commercial Printing**

- Check Picture Usage
- Check Font Usage
- Print a Proof
- Create Print Styles
- Collect for Output