

mekon create

QuarkXPress Introduction

Who	The course is suitable for those with little or no previous experience of Quark XPress or those who are self taught. Familiarity with the operating system and the keyboard is a course prerequisite.
Why	A practical project based course on which you will learn how to create a variety of documents, ranging from single page layouts to complex multi-page publications, which combine text and graphic elements. The topics and features listed below will be taught on the course giving you a thorough grounding in the fundamental processes involved in producing professional documentation in QuarkXPress.
Length	2 days

An introduction to the working environment

- Setting document preferences
- An overview of the Toolbox
- Creating a new document
- Setting page size and margins
- Setting columns and gutters
- Saving QuarkXPress documents
- Magnification and view options
- Using keyboard shortcuts
- Setting the zero point
- Placing guidelines and showing invisibles

Working with text boxes

- Creating text boxes
- Inputting text
- Manipulating text boxes
- Applying a frame
- Using the measurement palette
- Precise positioning of boxes
- Multiple selections
- Locking and unlocking items
- Copying and duplicating items
- Grouping and ungrouping items
- Manipulating the order of items

Colour

- Applying colour to items
- Using solid and blended colour

Type

- Methods of selecting text
- Introduction to typography and understanding typographic

- Text on a path effects
- Running text along shapes terms
- Using picas & points

Formatting type

- Using different typefaces, styles and type sizes
- Understanding leading
- Using paragraph spacing
- Understanding tracking & kerning
- Creating text along paths
- Creating drop caps in paragraphs
- Setting bulleted paragraphs
- Setting rules above and below paragraphs
- Setting and editing tabs
- Creating tabs with leaders

Style sheets

- Creating, formatting and editing paragraph styles
- Creating, formatting and editing character styles
- Applying styles to paragraphs
- Basing styles on existing styles
- Viewing used and unused styles

Images

- Creating picture boxes
- Importing image files
- Cropping images
- Manipulating image files using keyboard shortcuts

- Manipulating image files using the measurement palette
- Sizing and scaling images
- Removing picture backgrounds using clipping paths
- Rotating and skewing graphics
- Integrating text & graphics
- Wrapping text around images and items
- Understanding the different types of runarounds

Master pages

- Creating single & double sided master pages
- Creating running headers/footers
- Customising master pages
- Duplicating master pages
- Applying master pages
- Modifying & editing master pages
- Understanding how to manually link and unlink text across pages
- Understanding automatic text boxes
- Using automatic page numbering across long documents
- Creating a multi page spread

Printing

- Printing QuarkXPress files
- Understanding Collect for Output

Related courses

- QuarkXPress Advanced
- Adobe Illustrator
- Adobe Photoshop