



## **PREREQUISITES**

Delegates attending a QuarkXpress Introduction Course should have a good working knowledge of Windows 98 / Windows 2000 / Windows XP / Mac Operating System.

## **COURSE OBJECTIVES**

This one or two day course is designed to give delegates the confidence to use QuarkXpress to create different page layouts for print and web usage

## **QUARKXPRESS INTRODUCTION – ONE DAY OR TWO DAY**

### **Course Content**

#### **QuarkXpress Basics**

Why QuarkXpress?  
Using DTP Programs In Industry  
DTP Background  
File Types  
The QuarkXpress Interface

#### **Page Layout And Templates**

Document Layout Palette  
Creating Text Boxes  
Importing And Entering Text  
Creating Picture Boxes  
Importing Pictures  
Facing/Single Pages  
Setting Up Page Margins  
Columns And Gutters  
Setting Up Rulers And Guides  
Creating And Editing Master Pages  
Automatic Page Numbering  
Using Headers And Footers

#### **Text Formatting**

Changing The Style Of Text  
Drop Caps  
Text Wrap  
Text Runaround  
Linking Text Boxes

#### **Using Bezier Paths**

Creating Custom Shaped Boxes  
Creating Text Paths

#### **Style Sheets**

Character Styles  
Paragraph Styles  
Importing Style Sheets

#### **Typography**

Kerning And Tracking  
Horizontal Scale  
Text Rotation  
Vertical Justification  
Using The Baseline Grid  
Building A Reference Library

#### **Working With Colour**

Colour Profiles  
Spot And Process Colours  
Creating And Modifying Colours

#### **Saving A Publication**

Saving A Publication  
File Types

#### **Printing**

Printing Publications  
Printing Options