

Introduction to Quark XPress

Introduction – Two Days

DAY ONE

Introducing Quark XPress

The Tools

The Menus

Starting Quark XPress

- Opening a file
- Document set up
- Creating column and ruler guides
- Saving & closing a document

Setting Preferences

The Measurement Palette

Using the Tools

- Creating a text box
- Drawing a picture box
- Using the modify keys

Working with text

- Applying text attributes
- Specifying character attributes
- Using the measurement palette
- Drag and drop text editing
- Drag and drop between files
- Using the spelling checker
- Indents, tabs & hanging indents
- Paragraph formats
- Modifying attributes
- Vertical alignment
- Linking
- Type on paths

Tables

- Using the table tool
- Tables v. Tabs
- Importing into tables
- Changing a cell property

Working with Graphics

- Modifying a shape or content type
- Duplicating & step and repeat
- Applying a frame/keyline
- Working with layers

Printing Documents

- Page setup & printer defaults
- Printer resolution

Workshop

Overview Day One

DAY TWO

Incorporating Images

- Image formats
- Getting or importing an image
- Resizing or cropping an image
- Moving and image run-around

The Colour Palette

- Colour modules
- Process and spot colours
- Defining and using colours
- Cool blends for graduated tints
- Copying colours

Master Pages

- Displaying a master page
- Creating and editing master pages
- Applying master pages
- Automatic page numbering

Using the Document Palette

- Inserting, moving, deleting pages
- Specifying and changing sections

Style Sheets

- Defining and using style sheets
- Using the Style palette
- Copying styles

XPress Library

- Setting up and using a Library

Quark and other applications

- Importing text files
- Saving Quark pages as an EPS
- Cutting and pasting

Quark Utilities

- What is trapping?
- What are and how to use H & J's
- Spelling checker
- Guide manager
- Xtension manager
- Usage

Printing

- Printers trim marks
- Colour separation
- Collect for output

Course Overview

Discussion Session

computer graphics training

During this course participants will learn the key features of Quark including manipulating text and graphics, setting up and using master pages, style sheets, and colour. Integration of Quark with other applications is also covered including importing text, picture formats, printing and preparing files for output.

A background in graphics, whilst helpful is not essential, as concepts, digital formats, colour modes and a brief overview of the print production process will be discussed during the course.

Participants are encouraged to bring along real projects to make these sessions both cost effective and productive.

Rates include lunch & refreshments, free pre-training analysis and post-training support.

Course prerequisites: Familiarity with Apple Mac or Windows OS.

Recommended duration: 2 Days
For more in-depth knowledge, including using Quark's web design tools, an intermediate or advanced course is recommended.

Who Should Attend?

Designers, Print and Pre-press Professionals and Anyone wanting to produce professional marketing documents.

Complementary Courses:

Adobe Creative Suite
Adobe Photoshop
Adobe Illustrator
Adobe Acrobat

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