

Quark Xpress 6/6.5 Introduction

2 day course

Overview

You have probably created simple documents such as letters and reports using word processing applications. Now you may need to create high-quality single- and multiple-page documents for professional publication. In this course, you'll use Quark Xpress to lay out professional quality single and multiple-page documents that include text and graphics, and are designed for professional printing and publication.

Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system. Students should also have basic word processing skills, such as copying and pasting text, formatting type, and so on.

Benefits

You will use Quark Xpress to set up and lay out single-page and multiple-page documents. You will take existing documents and use efficient techniques to make them more professional-looking.

Target student

Professional and prospective layout designers and technicians with any level of experience, but with little or no experience using Quark Xpress, who need to learn to use Quark Xpress to lay out publications.

Course Content:

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 Document
- Create Additional Pages
- Define Colors
- Apply Colors
- 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

Creating Graphic Effects with Bézier Paths

- Draw Bézier Paths
- Reshape a Picture Box
- Combine Bézier Shapes
- Silhouette Pictures

Creating Type Effects

- Create Drop Caps
- Reverse Type with a Style Sheet
- Typeset Numbers
- Create a Type Mask
- Flow Type on a Path
- Create a Type Shadow

Efficiently Laying Out Pages

- Organize Design Elements in Libraries
- Step and Repeat Items
- Adjust Space Between Items
- Manipulate Items Within Groups
- Layer Items

Professionally Typesetting Documents

- Choose Appropriate Typefaces
- Choose Appropriate Leading
- Set Justification Options
- Hyphenate Text
- Track Type
- Kern Type

Applying Color Management

- Determine When To Use Color Management
- Set Up Color Management
- Change Image Profiles
- Choose Printer Device Profiles

Managing Long Documents

- Change Type Formatting Automatically
 - Section a Document
 - Create A List
 - Index Documents
 - Create A Book
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