

Quark Xpress 7 Foundation

2 day course

Fast, simple and robust and of course it is the industry standard. More people use QuarkXPress® for creative design and page layout than any other software in the world. Period. Millions of users are now discovering the power of the new QuarkXPress 7.

Course Description

This course uses the latest software and is delivered using training workbooks and examples that the delegate can take away at the end of the course. The course is designed with a balance of hands-on practical exercises, demonstrations, reviews and discussions to ensure that a firm grasp is achieved of the concepts and practical skills of Quark Xpress.

This foundation course starts with program basics and quickly builds confidence and skills in navigating the application and using tools to create single and multiple page documents. Original layouts are created from scratch and techniques including typesetting, text and graphic in tables, readability enhancement and finalizing a document for printing are practiced.

Who should attend?

This course is valuable for delegates with no or little experience of Quark Xpress 7 (or earlier versions such as 6/6.5) who wish to gain a good working knowledge of the application within two days. The course content shown below lists what is covered during the two days and this includes all of the fundamental features of the software. The course is suitable for most situations where professional page layout skills are required..

The course runs from 9:30 am to about 4:30pm on each day.

What will I learn?

Skills to enable you to create page layouts from scratch, or edit existing layouts.

Design documents, enhance documents, add tables and finalize documents for commercial printing.

Use styles to achieve consistency and improve maintenance.

COURSE CONTENT

DAY 1

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



To book please call 0118 3243000

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2 day course (continued)

COURSE CONTENT

DAY 2

Creating Graphic Effects with Bezier 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