

<h2 style="margin: 0;">Quark</h2> <p style="margin: 10px 0 0 0;">Duration: 2 Days</p>	<p><b>QuarkXpress is the industry-standard page layout application. It is used worldwide to design and layout the majority of magazines, brochures and books you will see today. Xpress gathers together text, pictures and other graphic elements, all of which together compose a page or series of pages. QuarkXpress can be used to produce anything from a baggage label to a multiple-volume encyclopaedia.</b></p>
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**On completion of this course the delegate will be able to use QuarkXpress to:**

- Design, layout and edit documents from single-page flyers and newsletters to multi-page magazines to books
- Add and edit text and images
- Create and add colour to the document
- Use style sheets to simplify text styling
- Output high resolution documents ready for print

**Course Content:**

**Overview of QuarkXPress**

- QuarkXPress 8 tools
- The QuarkXPress 8 interface
- Documents and Projects
- Single and multiple layouts
- Creating text and picture boxes
- Importing text and pictures

**Document Basics**

- Working in Projects and Layouts
- Document navigation
- Layout Properties...
- Creating a new Project
- Saving options

**Text and Graphics Features**

- Framing text and picture boxes
- Rotating graphics
- Cropping images
- Wrapping text around items
- Different types of runarounds
- Grouping and multiple selections
- Finding and changing text
- Linking and unlinking text boxes
- Image editing
- An introduction to transparency

**Editing and formatting text**

- Character and Paragraph options in the Measurements palette
- Character options in the style menu
- Paragraph options in the style menu
- Text options in the Modify dialogue
- Baseline grids

**Defining master pages**

- Using the Pages Layout palette
- Adding elements to a Master

**Text box linking and flowing documents**

- Page numbering
- Creating sections for variable numbering
- Linking text boxes
- Creating "from" and "to" fields

**Typography**

- Kerning and Tracking
- Leading
- Hyphenation and Justification sets
- Typography pitfalls
- OpenType fonts and ligatures
- Glyphs
- Font Fallback

**Style Sheets**

- Creating a Paragraph style
- Creating a Character style
- Applying styles
- Editing styles
- Changing default styles
- Import/Export/Save styles

**Using Master Pages**

- Creating and editing Master Pages
- Automatic page numbering
- Creating headers and footers
- Using a combination of Master Pages
- Toggling between Master and Page View

**Continued.....**

### **Colour Swatches and Gradients**

- Adding a CMYK swatch
- Pitfalls with QuarkXPress's default colours
- Working with spot colours
- Changing default colours
- Creating colour tints
- Creating colour gradients

### **Preparing pictures for print**

- Image size, resolution and cropping
- RGB or CMYK colour mode?
- Sharpening for print
- Saving options: TIFF, EPS, PDF and JPEG

### **Picture boxes**

- Drawing picture boxes
- Runaround options for images
- Embedded paths and Alpha Channels
- Reshaping picture boxes
- Preparing images for print
- Placing images
- Changing image properties

### **Graphic Effects**

- Modifying image attributes
- Working with opacity
- Creating blends with transparency
- Applying drop shadows
- Customizing drop shadows
- QuarkVista
- Importing and working with PSD files
- Loading and saving presets

### **Course Prerequisites**

- All delegates must be confident with Windows environment, including creating, moving and deleting files and folders.
- Silicon Beach Training recommends that all delegates familiarise themselves with the Quark interface before attending
- Trial software can be downloaded from <http://8.quark.com/evaluation.html>

### **Layout features**

- Synchronisation of content
- Split views of projects
- Aligning objects
- Duplicate functions
- Step and Repeat

### **Composition Zones**

- Creating a Composition Zone
- Sharing a Composition Zone
- Editing a composition layout
- Using collaboration setup

### **Tables**

- Creating tables
- Creating tables from existing tabbed data
- Reverting data to tabulated data
- Table and cell format options
- Importing excel tables
- Colouring cells and strokes

### **Job Jacket Overview**

- Job Jackets explained
- Benefits of Job Jackets

### **Quark 8 interactivity and Flash capability Overview**

#### **Outputting**

- Collecting files for output
- QuarkXPress print settings & Dialogue Boxes
- Creating a PDF for proof and for print