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**silicon  
beach**  
TRAINING

## Quark

**Duration:** 2 days

### 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

### Testimonials

*"Just a quick note to say how great the Quark training was – the trainer knew the package well and was able to cover all the areas that Manana and I specifically wanted to do. We are now able to create the documents in a more efficient manner and also in the correct way. I have found in the past that users of a particular software are much better tutors and this was demonstrated over the past couple of days."*  
**Jo Ellis - Design Assistant - Bristow Helicopters Ltd**

In this Quark training course you will learn how to master this professional page layout application. Quark allows you to lay up text, images and other graphic elements, to produce anything from a baggage label to a multiple-volume encyclopaedia.

### Objectives

After this Quark training course, delegates will be able to:

- Design, layout and edit documents from single-page flyers and newsletters to multi page magazines & 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 & interface
- Documents and Projects
- Single and multiple layouts
- Creating text and picture boxes
- Importing text and pictures

#### Document Basics

- Document navigation
- Layout properties...
- Creating & saving projects

#### Text and Graphics Features

- Framing text and picture boxes
- Rotating & Cropping graphics
- Wrapping text around items
- Grouping and multiple selections
- An introduction to transparency

#### Editing and formatting text

- Character and Paragraph options
- Text options in the Modify dialogue
- Baseline grids

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### Related Courses

**InDesign:** 2 days

**Illustrator:** 2 days

**Photoshop:** 2 days

**InDesign Migration:** 1 day

continued...

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**Jo Ellis - Design  
Assistant - Bristow  
Helicopters Ltd**

### 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

### Typography

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

### Style Sheets

- Creating Paragraph & Character styles
- Applying & Editing styles
- Changing default styles and exporting styles

### Using Master Pages

- Creating and editing Master Pages
- Automatic page numbering
- Creating headers and footers

### Colour Swatches and Gradients

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

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

continued...

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### 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

### 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

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