Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

This **1**-day **QuarkXpress Training Course** provides a comprehensive coverage of the Quark page layout application. **Quark** is used worldwide to design and layout magazines, brochures and books. This instructor led **Quark Course** will provide you with all you need to know to combine text, pictures and other graphic elements, all of which together compose a page or series of pages.

Course Objectives

On completion of this Quark 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

QuarkXPress User Interface

- Define QuarkXPress
- Introduction to Tools
- Menus and Context Menus
- Palettes
- Layout Controls
- View and View Sets

Projects and Layouts

- Working with Projects
- Working with Layouts and Guides
- Undoing and Redoing Actions

Introduction to Content Variables

- Edit Content Variables
- Create Custom Content Variable
- Insert Content Variable

Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

- Understanding Items and Content
- Basics of Handles
- Boxes and Lines
- Manipulating Items
- Working with Callouts and Tables

Text and Typography

- Editing, Importing, and Exporting Text
- Working with Footnotes and Endnotes
- Applying Character and Paragraph Attributes
- Text Shading
- Control Kerning, Hyphenation, Justification, and Tracking
- Working with Style Sheets and Conditional Styles
- Bullets and Numbering
- Position Text in Text Boxes
- Using Text Runaround and Anchored Boxes
- OpenType Styles
- Working with Design Grid and Rubi Text
- Introduction to Hanging Characters
- Mojigumi Sets and Classes
- Hyperlinks

Introduction to Pictures

- Working with Pictures
- Clipping Paths
- Alpha Masks
- PSD Pictures

Colour, Opacity, and Drop Shadows

- Working with Colours and Opacity
- Colour Management
- Drop Shadows

Custom Bleeds and Item Styles

- Use Custom Bleeds
- Use Clips at Bleed Edge
- Use Item Style Palette
- Create Item Style

Document Construction

- Use Automatic Page Numbering
- Working with Master Pages
- Layers, Lists, Indexes, Books, and Libraries
- Guides Palette

Output

- Print Layouts
- Export Layouts

Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

- Working with Shared Content
- Composition Zones
- Placing a Composition Zones Item

Introduction to Notes and Redline

- Create Notes
- Working with Notes
- Track Changes
- Accept and Reject Changes

Understanding Job Jackets

- Introduction to Job Jackets
- Exploring Job Jackets and Job Tickets
- Job Jacket File
- Working with Resources and Layout Specifications
- Rules and Rule Sets

This 1-day QuarkXpress Training Course provides a comprehensive coverage of the Quark page layout application. Quark is used worldwide to design and layout magazines, brochures and books. This instructor led Quark Course will provide you with all you need to know to combine text, pictures and other graphic elements, all of which together compose a page or series of pages.