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QuarkXpress Course Outline

Course Outline Level 1: Intro

2 Day Course

The Basics

Creating new documents

Windows and Toolbars

Getting around in a document

Most commonly used keyboard shortcuts and dialog boxes

Understanding the QuarkXPress paradigm (box system)

Beginning a layout

Understanding the three basic objects in QuarkXPress (text boxes, picture boxes, lines)

Working with the Measurements Palette (Styling text, graphics, lines)

Importing Graphics

Typography

kerning, tracking, leading, type styles, fonts, type sizes

Understanding paragraph formatting vs. character formatting

Graphics

Understanding the differences between graphic file formats

How and why different graphic file formats are used

Understanding the differences between vector and bitmap graphics

Styling graphics (resizing, colourizing, duotoning, changing screen resolution)

Screen resolution and picture preview quality

Runaround

Understanding the different modes of runaround

Understanding how QuarkXPress works with layers, which affect runaround

colour

Creating and using colour

Understanding the spot colours, cmyk, hexachrome colour models

Using blends

Appending colours

How colours affect printer separations

Using the colours palette

Linking

How to link and unlink text boxes
Understanding when boxes should be linked

Preferences

Understanding document and application preferences and changing the way QuarkXPress behaves

Throughout the course, the student will learn keyboard shortcuts and tips that will increase efficiency and productivity. Classes combine technical information, basic typography guidelines and a working knowledge of the product to provide the student with enough skill development to begin creating layouts suitable for printing.

Students will leave the class confident in creating a single page layout with text and graphics. Projects will be assigned during the duration of the class to reinforce the information being taught.

Course Outline Level 2: Intermediate

Prerequisite: Level 1: Intro or Instructor Approval
2 Day Course

Master Pages

Single page documents vs. multiple page documents
Creating multiple master pages
Effectively using master pages to increase efficiency and productivity
Using the Document Layout Palette
Creating automatic page numbers

Sections

Creating multiple section starts within a single document
Understanding page numbering in each section start

Style Sheets

Understanding paragraph formatting vs. character formatting
Baseline grids
H&Js
Applying and creating style sheets
Appending style sheets
Paragraph vs. Character based style sheets
Applying keyboard shortcuts to style sheets

Find/Change

Understanding the full potential of find/change when using style sheets and type styles

Drawing Tools

Bezier curves, freeform line, pen tools
Changing the shape of objects
Converting text to outlines
Merging and splitting QuarkXPress objects
Text on a path (curved and straight paths)

Clipping

Working with imported clipping paths and alpha channels within graphics
Using clipping paths to affect runaround
Creating clipping paths within QuarkXPress
Manipulating and altering imported clipping paths

Libraries**Printing**

Picture and font usage
Collect for Output (preparing a document to go to the printer)
The print dialog

Throughout the course, the student will learn keyboard shortcuts and tips that will increase efficiency and productivity. Students will leave the class confident in creating multiple pages.

Projects will be assigned during the duration of the class to reinforce the information being taught