Silicon Beach Training

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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

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- 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

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- 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

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