

## Quark Xpress

**QuarkXPress** is used by just about every graphic designer on the planet. It is a **precision tool** used for the page layout aspect of **electronic publishing**. Powerful yet user-friendly, Quark can be used for putting together anything from a promotional flier to a film poster or magazine.

QuarkXPress Passport is a special edition of the software which includes features for multi-language publishing.

Our **Introduction to QuarkXPress** covers essential QuarkXPress concepts, tools and techniques.

### Suitable for users completely new to Quark Xpress

<b>Overview</b>	<ul style="list-style-type: none"> <li>• Creating and saving a document</li> <li>• Overview of features</li> <li>• The 'box' concept of page -layout</li> <li>• Measurements and Colours</li> <li>• Page set-up and printing</li> <li>• Print Preview and Print</li> <li>• Using the help menu</li> </ul>
<b>Text handling</b>	<ul style="list-style-type: none"> <li>• The XPress text box</li> <li>• Changing the style of text</li> <li>• Using style sheets</li> <li>• Tabs and indentation</li> <li>• Cut, Copy and Paste</li> <li>• Find and replace</li> <li>• Spell-checker</li> <li>• Automatic and manual text chains</li> <li>• Drop caps</li> </ul>
<b>Style sheets</b>	<ul style="list-style-type: none"> <li>• Paragraph and character styles</li> <li>• Defining a style by example</li> <li>• Creating paragraph style</li> <li>• Setting character attributes</li> <li>• Setting paragraph attributes</li> <li>• Rules and tabs</li> <li>• Linking styles</li> <li>• Setting keyboard shortcuts</li> <li>• Creating character styles</li> <li>• Applying styles</li> <li>• Updating styles</li> </ul>
<b>Page layout</b>	<ul style="list-style-type: none"> <li>• The document layout palette</li> <li>• Importing text and graphics</li> <li>• Modifying text and graphics boxes</li> <li>• Frame and runaround options</li> <li>• Step and repeat, Group and Lock</li> <li>• Creating and applying colours</li> <li>• Editing imported graphics</li> <li>• Embedding objects</li> <li>• Using master pages</li> <li>• Automatic page numbering</li> <li>• Creating sections in a document</li> <li>• Defaults and preferences</li> </ul>
<b>Colours</b>	<ul style="list-style-type: none"> <li>• Defining new colour</li> <li>• Document vs default colours</li> <li>• RGB vs CMYK colours</li> <li>• Spot vs process colours</li> <li>• Defining Pantone colours</li> <li>• Setting the fill colour</li> <li>• Applying colour to text</li> </ul>
<b>Tables</b>	<ul style="list-style-type: none"> <li>• Creating tables</li> <li>• Formatting table cells</li> <li>• Adding images to tables</li> <li>• Inserting rows and columns</li> <li>• Setting gridlines</li> <li>• Convert Text to Table</li> </ul>

## Typography

- Kerning and tracking
- Leading and baseline shift
- Horizontal scale
- Keyboard shortcuts
- Text rotation
- Vertical justification
- Using the baseline grid