



# Introduction to QuarkXPress

Two-Day Course

Windows and Macintosh

## Course Overview:

Designed for the novice QuarkXPress user responsible for producing business correspondence, newsletters, brochures, flyers and manuals. Upon completion of this course you will have the skills to set-up publications specifying size, margin & column guides, set-up master pages, format text with style sheets, use tabs & indents, import and manipulate graphics, create tables and more!

## Course Content:

- The QuarkXPress Program Preferences
- Global default settings
- The basic work area and creating new documents
- Entering & importing text, formatting text (font, size, leading, kerning, tracking, aligning, justification)
- Using Rules Guides
- Viewing Documents
- The Measurements Palette
- Page Layout Palette: single/facing pages, inserting, selecting and deleting pages
- Working with text boxes: creating a text box, sizing, moving, selecting, deleting, rotating text boxes
- Modifying a text box: colour, shade, style, angle, skew
- Using the Frame Modify dialog box
- Colour: process and spot colour
- Formatting paragraphs, paragraph rules
- Drop caps & hanging indents
- Using the Find/Change function to replace text and invisible characters
- Linking and Unlinking text
- Lines
- Tabs
- Working with Style Sheets
- Checking spelling and the Auxiliary dictionary
- Creating Picture Boxes and importing, cropping, sizing and rotating pictures
- Tables: entering, formatting and selecting text, combining cells, applying colour, inserting rows & columns