



**QuarkXPress is the Industry standard design and publishing program for creating fast and professional document layouts for the print industry. Magazines, newspapers, catalogues and other material are often developed from this application.**

**Quark's straightforward approach with box driven tools makes the program easy to pick up. The power behind the scenes is a host of typographical touches. The course will cover master pages, typographical issues, paragraph formatting, style sheets, bezier shapes, importing graphics, multi-page design, saving and checking for print production.**

**Version five comes with table features, layers and web specific features including rollovers and hyperlinks, image maps and more.**

- **General features**

- Setting up a new document
- Using templates for standard layouts
- Tool palette
- Measurement palette
- Text boxes
- Picture boxes
- Using templates for standard form layouts

- **Basic Typography & Word processing features**

- Paragraph indents
- Hanging indents – short cuts
- Tabulation – leader tabs
- Viewing Invisibles
- Reversed text
- Rules above and below
- Keyboard shortcuts
- Spell check

- **Graphics**

- Importing logos and photographs
- Run around, clipping paths
- Sizing
- Colour issues
- Bitmap tiff images
- File formats

- **Exercises**

- Practise with typography, picture and text import and layout

- **Form design features**

- Step and repeat
- Indenting text
- Inline boxes
- Space/alignment of objects

- **Master Pages**

- Setting up a new document
- Facing pages
- Automatic page numbering

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QuarkXpress

- **The Style Palette**  
How to set up styles  
How to change the style  
Issues with 2 fonts in a style  
Automatic table of contents from a list
- **Setting up a library**
- **Colour Issues**  
Creating Pantone and CMYK colours
- **Hyphenation and justification**  
Sample document – Setting your own
- **Specific Upgrade features**  
Merging items, splitting items  
Converting text to box – importing pictures  
Text on paths  
Bezier boxes and lines  
Text paths, dipping paths  
Custom dashes and stripes  
Character based style sheets  
Run around all sides  
Print dialogue boxes
- **Printing options**  
Spreads, separations etc  
What to send to the printer – images, fonts etc
- **File Formats**  
Save page as eps  
PDF format