

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

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

Typography

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