

QuarkXpress Introduction

One day

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Course Aims:

On this course delegates will learn the principles of DTP layouts using the infamous QuarkXpress.

Course Outline:

quark

- quark interface
- toolbox
- grids and guides

dtp layouts

- setup a document
- using text boxes
- using image boes

text

- inputting text
- formatting text
- tracking and kerning text
- character / paragraph text formatting
- importing text
- linking text
- text effects
- text to box

colour and swatch palettes

- default colour
- pantone colour
- custom colour
- file and strokes for text boxes
- gradient colours

transparency (opacity)

- transparent effects
- blending
- using transparency in the print process

graphics meet text

- inserting graphics
- graphics handling
- wrapping text round graphics

print preparation

- preflight
- packaging files for print bureau
- checking print job
- checking for print errors
- eps format

Assumed Knowledge: No previous knowledge is required although any experience gleaned of dtp software will be an advantage