

## Quark Xpress

Course Level : Introduction  
 Course Duration : 2 day  
 Prerequisites : A working knowledge of Windows 95



- ❑ Course Objectives
- ❑ What is Quark Xpress?
- ❑ Loading Quark Xpress
- ❑ First steps
  - Creating a new publication
  - Preferences
  - Page size
  - Margins
  - Screen Layout
  - Toolbox
- ❑ Working with text boxes
  - Relationship of boxes
  - Creating a text box
  - Moving and deleting a box
  - Modify the size of a box
  - Framing a box
  - Linking/unlinking Text boxes
  - Vertical Alignment
- ❑ Importing Images
  - The Open command
  - The Open As command
  - The Acquire command
- ❑ Working with lines
  - Altering thickness
  - Adding arrowheads
  - Moving, Resizing, Deleting
- ❑ Working with Picture Boxes
  - Importing a picture
  - Placing a picture
  - Resizing a picture box
  - Resizing a graphic
  - Running text around a graphic
  - Placing a graphic in a picture box
  - Fitting a picture to a box

- ❑ Working with Text
  - Placing text
  - Fonts
  - Alignment
  - Size
  - Aligning a header
  - Runaround
  - Spell Check

- ❑ Formatting Text
  - Tracking
  - Kerning
  - Scaling
  - Leading

- Drop and Raised capitals
- Baseline Shift
- Space Before/After
- Indents, Tabs, Rules
- Keep Lines Together command
- Hyphenation
- Justification
- Find/Change command

- ❑ Style Sheets
  - Using and Applying Style Sheets

- ❑ Creating a default Master Page
  - Page Numbering
  - Automatic and Manual Linking
  - Space/Align
  - Anchoring Graphics to text

- ❑ Drawing
  - Duplicate
  - Step & Repeat
  - Group/Ungroup
  - Constrain
  - Send to Back / Bring to Front
  - Lock

- ❑ Working with Colour

- ❑ Pages
  - Applying defaults to multiple pages
  - Removing the default
  - Inserting & deleting pages
  - Rulers, Columns, Guidelines
  - Viewing at 200%
  - Baseline grids

- ❑ Printing

- ❑ Frame Editor

- ❑ Tracking Edit

- ❑ Kerning Table Edit