



Computer Consultants Corporation

QUARKXPRESS

COMPREHENSIVE INTRODUCTION

Length of course: 2 class days (12 hours)

Prerequisites: Any word processing background at introduction level

Learning Objectives: The student will be familiar with using QuarkXpress in terms of document creation, formatting, editing, and graphic functions.

Introduction

- Anatomy of a QuarkXPress Document
- Overview of Publishing with QuarkXPress

Basic Concepts and Terminology

- QuarkXPress Basics
- Examining QuarkXPress Windows & Palettes

Creating One Page

- Setting up a New Document
- Viewing Pages on the screen
- Creating and Selecting Items
- Moving, Resizing, and Rotating Items
- Changing the Appearance of Items
- Deleting Items
- Importing Text and Pictures
- Using Rulers to Position Items
- Controlling Text Runaround
- Arranging, Aligning, and Duplicating Items
- Creating Relationships between Items
- Saving Your Work

Expanding the Document

- Working with Master Pages
- Adding, Deleting, and Moving Pages
- Page Numbering
- Changing Preferences

Word Processing Functions

- Setting up a Text Box
- Selecting and Editing Text
- Character and Paragraph Formatting
- Finding and Changing Text
- Checking the Spelling

Typography

- Hyphenation and Justification
- Kerning and Tracking Text
- Special Effects

Graphics

- Working with QuarkXPress Drawing Tools
- Importing Graphics from Other Sources
- Manipulating Imported Graphics

Printing

- Differences between Printers
- Printing from QuarkXPress
- Special Considerations in Printing