



4D Group

## QuarkXPress Introduction

### Who would benefit?

This course is designed for those who need to create and amend documents using some of the editing facilities in Quark express.

### Objective

This course gives attendees an overview of how create professional pages working with text, graphics and multiple items and work with the editing features of the software.

### Content

- Document Creation
  - Document setup for single and facing page layouts
  - Setting margin and column guides
  - Setting automatic text box and page insertion
  - Using guides to line up items on the page
  - Inserting, deleting and changing the order of document pages
  - Setting automatic page numbering
- Working with text
  - Creating text boxes
  - Typing and importing text
  - Checking spelling
  - Linking and unlinking text boxes
  - Setting the number of columns
  - Changing text attributes:
    - Font, point size and colour
    - Leading
    - Tracking and Kerning
    - Horizontal and vertical alignment
    - Space between paragraphs
    - Lining up columns of text with tabs
    - Setting drop caps
    - Setting runaround for overlapping items
- Working with pictures and other graphics
  - Creating picture boxes
  - Importing pictures
  - Fitting pictures into boxes
  - Adding frames
  - Colourizing grayscale TIFF pictures
  - Drawing and modifying lines
  - Scaling and rotating items Working with colour
    - Creating and applying new colourst
    - Setting solid and blend colours
    - Setting shades of colour
- Working with multiple items
  - Changing stacking order of items on the page
  - Grouping items
  - Scaling and rotating grouped items
  - Editing items within a group
  - Duplicating items with Step and Repeat command

### Duration

One day