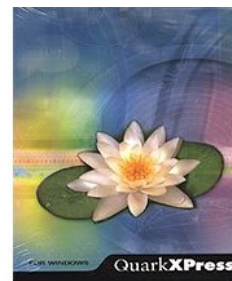




QuarkXPress 6/6.5 The Basics Course Outline



Course aims:

You have probably created simple documents such as letters and reports using word processing applications. Now you may need to create high-quality single- and multiple-page documents for professional publication. In this course, you'll use QuarkXPress to lay out professional quality single and multiple-page documents that include text and graphics, and are designed for professional printing and publication.

Pre-requisites:

Before taking this course, delegates should be familiar with the basic functions of their computer's operating system. Ideally you should have basic word processing skills, such as copying and pasting text, formatting type, and so on.

Who should attend:

Professional and prospective layout designers and technicians with any level of experience, but with little or no experience using QuarkXPress, who need to learn to use QuarkXPress to lay out publications

Duration: 1 day

QuarkXPress Environment	QuarkXPress Environment Elements, Navigating
Basic documents	Document setup, picture boxes
Multi-page documents	Document setup for facing pages, measurement system, master pages, creating additional pages, working with text
Formatting text	Linking and unlinking text boxes, character formatting, paragraph formatting
Graphics	Importing graphics, runaround, frames
Finishing touches	Text inset, defining colours, checking spelling, continuation page numbering, copying pages between documents, deleting extra pages, assigning master pages
Printing	Check picture usage, check font usage, print a proof, create print styles, collect for output