enliten TRAINING SOLUTIONS
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QuarkXPress 2018 Introduction

2 Day Course

Overview

This course is designed to introduce delegates to desktop publishing with Quark XPress. It covers the techniques used in text layout, images and artwork to create professional looking publications such as brochures, leaflets, stationery, newsletters, posters, magazines, packaging and more.

Audience

Anyone needing an essential understanding of page layout techniques to design publications.

Course Objectives

At the end of this course, delegates will be able to create, edit and format print design and publishing.

Prerequisites

No prior knowledge of Quark is assumed however familiarity with Microsoft Office and Adobe Creative Suite products is useful.

Course Contents (2 days)

- Getting Started
  - Menu interface & tools
  - Customise your workspace
  - Set Preferences: tabs and rules, Measurements palette, Composition zones
  - Manage Document Presets
- Designing Documents
  - Create a New Document
  - Alter a Document's Layout – Size, Margins, columns, gutters etc.
  - Create the structure of a document
  - Text and Graphic Placement
  - Layers
  - Templates & Style Sheets
  - Single & Multiple layouts
- Master Pages
  - Creating and editing
  - Page numbering
  - Headers and Footers
  - Using a combination of Master Pages
  - Toggling - Master & Page View
- Text Tools & Formatting
  - Add/Edit/Find text
  - Soft and hard returns
  - Using space/align and Tabs
  - Fonts/Styles/Paragraphs
  - Leading/Tracking/Kerning
  - Invisibles and Guides
  - Special Effects with text
  - Transparency and Drop Shadows
  - Format Characters/Paragraphs
  - Stroking/Shading
  - Column Span/Split
  - Line between columns
  - Threading text
  - Runaround techniques
  - Bullets and Numbering
  - Framing text and picture boxes
  - Wrapping text around items
  - Linking/unlinking text boxes
  - Anchored text boxes
  - Using the Baseline Grid
  - Manage Styles

- Style Sheets & Templates
  - Paragraph and character style sheets
  - Style sheets with templates
  - Conditional Styles
  - The Story Editor
  - Using the Library
  - Using the Baseline Grid
- Graphics and Pictures
  - Colours, Swatches, Gradients
  - Fills, Gradients, and Strokes
  - Crop & Rotate
  - Grouping
  - Callouts
- Colour & Transparency
  - Colour Picker
  - Understanding bleeds
  - Spot colours and pantones
  - Custom colours
  - Apply Transparency / Blend modes
  - Apply Transparency Flattener Presets
- Tables
  - Create/Modify/Format
  - Adding graphic boxes
  - Importing from Excel
- Beziers
  - Creating custom shapes and paths
  - Creating text on a path
  - Shapemaker tool
- layers
  - Layers on Master pages
  - Using layers to isolate non-printing items
  - The Layers palette
  - Add, Delete and Merge layers
  - Attributes dialog box
  - Using Keep Runaround
- Document facilities
  - Moving pages between documents
  - Importing files
  - Exporting as PDF, ePub, HTML5
  - PDF Pass-Through Transparency
- Printing
  - Using the Palettes
  - Typography
  - Embedding fonts, colours & images
  - Working with Job Jackets
  - Package Files
  - Live Print Preview
  - Creating Adobe Acrobat PDF File
- QR Code Creator - generate vector QR codes
- Interactivity
  - Hyperlinks, Video & Animation

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Note: We only offer QuarkXPress courses on a private in-house basis. For pricing and availability just pick up the phone and call us on **0845 1085481**.