

Course Specifications

Course Length: 1 day

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

Course Cost: \$175.00

What's in Quarkxpress

In this course, you'll use QuarkXPress to lay out professional quality single and multiple-page documents that include text and graphics, and are design for professional printing and publication.

Course Content

Lesson 1:

Creating a Basic Single-page Document

- Create a New Document
- Place Graphics
- Add Display Type
- Align Items to Guides
- Create Bleeds

Lesson 2:

Structuring a Multi-page Document

- Set up a Facing-pages Document
- Create Additional Pages
- Define Colors
- Apply Colors
- Create and Apply Master Pages

Lesson 3:

Typesetting

- Flow Text
- Adjust Vertical Spacing
- Align Type Horizontally
- Create Paragraph Rules
- Format type with Style Sheets
- Modify Style Sheets

Lesson 4:

Presenting Text and Graphics in Tables

- Create a Table Manually
- Create a Table from Text
- Display Graphics in Table Cells
- Resize Rows and Columns
- Modify Table Structure
- Format Table Cells

Lesson 5:

Enhancing a Publication's Readability

- Check Spelling
- Apply Runaround
- Format Item Frames
- Inset Text
- Apply Continuation Page Numbering

Lesson 6:

Finalizing a Document for Commercial Printing

- Check Picture Usage
- Check Font Usage
- Print a Proof
- Create Print Styles
- Collect for Output