



Introduction to QuarkXPress 8

Duration: 2 days

Course Synopsis:

Learn the superior graphics and text capabilities of QuarkXPress. Start with the basics and build to an understanding of how you can increase your speed, skill and inventiveness. This class covers the major functions of the program and how to become an experienced user. Updated for version 8.

Who Should Attend:

Graphic professionals who need an essential understanding of page layout. Experienced users will also benefit from the many tips and tricks and special exercises.

Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class. We highly recommend working with the application tutorial before coming to the course.

What You Will Learn:

- Introduction to Projects and Layouts
- Drawing Freehand and Bezier Shapes
- The QuarkXPress Colors Palette
- Working with Tables, Headers, and Footers
- Vector and Raster Images in QuarkXPress
- Templates and Master Files
- Managing Text Boxes
- Working with Style Sheets
- Utilizing Text Utilities
- Preparing Your Files for Output

Time:

Class time is 9:00 a.m.- 4:00 p.m.
Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials:

Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Locations:

We have company-operated facilities in Atlanta, Chicago, San Diego and New Orleans. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

Related Courses:

We recommend the following courses that relate to this class: Adobe Illustrator and Adobe Photoshop. Please take a look at our other course outlines at our web site, <http://www.ledet.com>.

Goals:

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (770) 414-5007 if you have any special questions or e-mail us at sales@ledet.com.

Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.



URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



We teach the cool stuff!

Course Outline



Introduction to QuarkXPress 8

LESSON PLANS

LESSON 1

Understanding the Workspace
Launching QuarkXPress
A Brief Introduction to Projects and Layouts
The QuarkXPress Work Environment
Menus
Using Multiple Layout Views
Split Windows
Multiple Windows
Palettes
Tools Palette
Measurements Palette
Other Palettes/Palette Groups
Palette Sets
Preferences and Defaults
Application Preferences
Project Preferences
Layout Preferences
Font Mapping

LESSON 2

Building Layouts and Pages
Creating Projects
Defining a QuarkXPress Layout
Saving Files
Save Options
Automatic Saving Routines
Exporting Layouts
Templates and Master Files
Appending Assets
Tips for Using Master Files
Working in Single Layout Mode
Appending Layouts
Navigating Pages
The Page Layout Palette
Zooming In and Out
Pages and Spreads
Master Pages
Modifying Master-Page Items on

Layout Pages

Adding Master Pages
Deleting Master Pages
Adding and Removing Pages
Elements of Page Geometry
Page Size
Printer's Marks and Trim Marks
Guides, Margins, and Rulers
Ruler Guides
Viewing Guides
Snap to Guides
Understanding the Rulers
Using the Guide Manager XTension
Creating Folding Documents
Working with Signatures
Printer's and Reader's Spreads
Understanding Signatures
Do-It-Yourself Printer's Spreads

LESSON 3

Working with Objects
The Measurements Palette
Overriding the Measurement System
Creating Simple Boxes
Editing Box Shape
Creating Lines
Line Attributes
Custom Dashes & Stripes
Drawing Freehand and Bezier Shapes
Locking Objects
Deleting Objects
Grouping Objects
Adding Color to Objects
Positioning Objects
Stacking Order of Objects
Working with Libraries
Creating Complex Shapes
Merging Objects
Converting Text to Graphics

LESSON 4

Working with Color
Understanding Color Gamut
The QuarkXPress Colors Palette
Defining Color
Color Models
Color Separation
Importing Colors
Editing and Deleting Colors
Changing Spot to Process
Renaming Colors
Deleting Used Colors
Colors Imported with EPS Files
Deleting Unused Colors
Color Blends

LESSON 5

Working with Text
Managing Text Boxes
The Automatic Text Box
Customizing Tool Preferences
Modifying Text Box Parameters
Text Runaround
Working in the Text Box
Navigating Text
Creating and Importing Text
Locking Text
Linking Text Boxes
Unlinking Text Boxes
Character Formatting
Paragraph Formatting
Formats, Tabs, and Rules
Using Type Style Utilities
Using Special Characters
Page Numbers and Jumps
Working with Open Type
Font Fallback
The Glyphs Palette
Creating Type on a Path



We teach the cool stuff!

Course Outline



Introduction to QuarkXPress 8

LESSON PLANS

LESSON 7

- Working with Tables
- Creating New Tables
- Formatting Tables
- Adding Table Content
- Converting Text to Tables
- Importing Excel Tables
- Auto Fitting Table Cells
- Splitting Tables
- Repeating Headers and Footers
- Converting Tables

LESSON 8

- Working with Text Utilities
- Checking Spelling
- Using an Auxiliary Dictionary
- Searching Content
- Finding Text Attributes
- Wild Cards
- Finding Special Characters
- Hyphenation and Justification
- Justification Method
- Suggestion Hyphenation
- Discretionary Hyphens
- Hyphenation Exceptions
- Kerning and Tracking Tables
- Editing Kerning Tables
- Editing Tracking Tables

LESSON 9

- Working with Graphics
- Vector and Raster Images
- Resolution
- Screen Ruling and Image Resolution
- Graphics and File Formats
- Importing Images
- Working with PDF Files
- Picture Locking
- Transforming Placed Pictures
- Coloring Pictures
- Working with Transparency

LESSON 10

- Outputting Files
- Preparing for a Service Provider
- Checking Font Usage
- Checking Image Usage
- Printing a Layout
- Device Options
- Pages Options
- Pictures Options
- Fonts Options
- Marks Options
- Bleed Options
- Exporting Layouts as PDF