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# **QuarkXpress Introduction / Intermediate**

**Duration: 2 Days**

## **Overview:**

Quark XPress is quite easy to use once you get used to its particular way of manipulating images and text. Quark XPress has established itself over the years as the printing industry preferred format.

Quark XPress is a page layout package and it assumes that you have prepared long sections of text elsewhere, in a word processor, and prepared your images in a bitmap editing package like Adobe Photoshop.

Aspect Training's QuarkXpress Introduction / Intermediate training course aims to enable delegates to gain an understanding of how the program works and to be confident to start to produce newsletters, product leaflets, adverts, posters and sales material for either internal use or for commercial printing.

## **Prerequisites:**

There are no prerequisites for this course.

**Continued over.....**



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## Course Topics:

### **The Quark Interface**

Toolbox - Control Palette  
Palettes and Preferences  
Zoom control and shortcuts  
Using the control palette  
Page and Master set-up  
Adding and using guidelines  
Using ruler and guide snap  
Dimensions and accuracy  
Line, ellipse and box drawing tools

### **Page layout and design**

Using Colour  
Pantones and Process  
Preparing text externally  
Preparing images for import  
Creating & working with groups  
Spacing and aligning items  
Working with master pages  
Page numbering

### **Working with Text**

Kerning & Interactive text control  
Creating Style Sheets  
Linking text boxes  
Copy fitting and spacing controls

### **Working with Images**

Text flow around images  
Cropping and rotating  
Scaling and moving  
Scanning images correctly  
Using EPS files

### **Printing and Output**

Spot colour printing  
Process colour printing  
Working with Bureaus & Printers  
Exporting as PDF for Internet

### **Saving Time**

Using and designing styles  
Using Templates & Libraries

### **Additional features**

Index and Lists  
Character style sheets  
Drawing picture and text boxes with the Bézier tools  
Using text paths  
Exporting to PDF format with bookmarks  
Using Tables  
Creating bulleted lists