



## QUARKXPRESS – INTRODUCTION

*A Two Day Course Covers:*

### 1. QuarkXPress Introduction

- What is QuarkXPress

### 2. Getting Started with QuarkXPress

- Starting QuarkXPress
- The Quark Screen
- The Tool Palette
- Measurements Palette
- Elements of the QuarkXPress Environment
- Getting Help

### 3. Working with Document Pages

- Working with Document Pages
- Creating/Deleting Documents
- Opening/Closing/ Saving Documents
- Moving Document Pages
- Viewing at Different Scales
- Moving around a Document
- Hiding/Displaying Non-printing Items
- Altering the Ruler Units
- Adding Ruler Guides
- Moving the Ruler Zero Points
- Numbering Document Pages

### 4. Adding Text

- Working with Text Boxes
- Creating and Resizing Text Boxes
- Moving and Deleting Text Boxes
- Entering Text
- Entering Text, Returns and Spaces
- Importing Text from a WP File
- Seeing all Text in a Text Box
- Basic Text Editing
- Moving/Copying Text using the Clipboard

### 5. Text Formatting

- Font and Font Size
- Bold, Italics, Underline, Shadow, Outline, Strike thro
- Text Colour
- Tracking/Kerning

### 6. Finding and Checking Text

- Finding/ Replacing Text
- Checking Spelling/Using the Auxiliary Dictionary

### 7. Paragraph Formatting

- Selecting Paragraphs/Paragraph Alignment
- Inserting Drop Caps
- Leading
- Matching Paragraph Formatting
- Tabs/Indentation/Hanging Indents
- Bullets/Rules

### 8. Working with Text boxes

- Altering the Layout of Boxes
- Altering Margins with Text Boxes
- Altering the Alignment of Text within Text Boxes
- Overlapping and Linking Boxes

### 9. Working with Graphics

- Importing Graphics/Working with Picture Boxes
- Dashes & Stripes
- Cropping/Scaling and Fitting Images

### 10. Draw Tools

- Drawing a Rectangle/Oval/Polygon
- Drawing Horizontal/Vertical/Angled Lines

### 11. Working with Multiple Objects

- Selecting and Manipulating Items
- Selecting and Deselecting Items
- Positioning and Sizing Items Accurately
- Locking Items/Duplicating Items
- Grouping Items Together
- Moving Items In Front of/Behind each other
- Moving and Copying Items using the Clipboard
- Spacing/Aligning Items
- Rotating Text/Picture Boxes
- Skewing/Flipping Text & Images
- Framing and Transforming Items
- Anchored Text and Picture Boxes
- Adding Lines and Arrows
- Step & Repeat
- Wrapping Text inside Shapes

### 12. Printing Documents

- Setting the Way Pages Print on a Page
- Specifying Page Setup
- Setting the way colour prints on greyscale printers
- Creating a Print Style

