



## Quark Xpress Essentials Course Outline

### The Quark XPress Workspace

- Palettes and tools
- Zooming and navigation
- Setting the zero point
- Placing guidelines and showing invisibles
- Setting preferences
- Using the measurement palette

### Creating a New Project

- Creating a new project
- Print v. web layouts
- Setting page size and margins
- Setting columns and gutters
- Saving Quark XPress documents
- Automatic text boxes

### Working with Text Boxes

- Creating a text box
- Typing and importing text
- Manipulating text boxes
- Setting frame properties
- Linking text frames

### Working with Boxes and Objects

- Precise positioning of boxes
- Multiple selections
- Locking and unlocking items
- Copying and duplicating items
- Grouping and ungrouping items
- Manipulating the order of items

### Using Colour

- Applying colour to items
- Creating swatches
- Using solid and blended colour
- CMYK v. RGB colours

### Working with Type

- Local formatting v. styles
- Typography in Quark
- Text on a path

### Formatting Type

- Choosing typefaces and sizes
- Understanding leading
- Creating drop caps in paragraphs
- Setting bulleted paragraphs
- Setting rules above and below paragraphs
- Setting and editing tabs

### Style Sheets

### Understanding paragraph styles

- Creating and editing paragraph styles
- Working with character styles
- Applying styles to paragraphs
- Basing styles on existing styles
- Viewing used and unused styles

### Working with Images

- Creating picture boxes
- Importing and linking image files
- Sizing and scaling images
- Removing picture backgrounds with clipping paths
- Rotating and skewing graphics
- Wrapping text around images and items

### Working with Master Pages

- Creating a master page
- Duplicating master pages
- Applying master pages
- Linking text on master pages
- Using automatic page numbering
- Creating a multi-page spread

### Using Tables

- Creating a table
- Adding and removing rows and columns
- Formatting tables and cells

### Working with Layers

- Understanding layers
- When to use layers
- Moving between layers
- Locking and hiding layers

### Printing and Exporting

- Preparing for print
- Printing Quark XPress files
- Understanding Collect for Output
- exporting to PDF