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QuarkXpress Course Outline

Level 1 – 2 day course

The Basics:

- Creating new documents
- Windows and Toolbars
- Getting around in a document
- Most commonly used keyboard shortcuts and dialog boxes
- Understanding the QuarkXPress paradigm (box system)

Beginning a layout:

- Understanding the three basic objects in QuarkXPress (text boxes, picture boxes, lines)
- Working with the Measurements Palette (Styling text, graphics, lines)

Importing GraphicsTypography:

- kerning, tracking, leading, type styles, fonts, type sizes
- Understanding paragraph formatting vs. character formatting

Graphics:

- Understanding the differences between graphic file formats
- How and why different graphic file formats are used
- Understanding the differences between vector and bitmap graphics
- Styling graphics (resizing, colorizing, duotoning, changing screen resolution)
- Screen resolution and picture preview quality

Runaround:

- Understanding the different modes of runaround
- Understanding how QuarkXPress works with layers, which affect runaround

Color:

- Creating and using color
- Understanding the spot colors, cmyk, hexachrome color models
- Using blends
- Appending colors
- How colors affect printer separations
- Using the colors palette

Linking:

- How to link and unlink text boxes
- Understanding when boxes should be linked

Preferences:

- Understanding document and application preferences and changing the way QuarkXPress behaves

Level 2 – 2 day course**Master Pages**

- Single page documents vs. multiple page documents
- Creating multiple master pages
- Effectively using master pages to increase efficiency and productivity
- Using the Document Layout Palette
- Creating automatic page numbers

Sections

- Creating multiple section starts within a single document
- Understanding page numbering in each section start

Style Sheets

- Understanding paragraph formatting vs. character formatting
- Baseline grids
- H&Js
- Applying and creating style sheets
- Appending style sheets
- Paragraph vs. Character based style sheets
- Applying keyboard shortcuts to style sheets

Find/Change

- Understanding the full potential of find/change when using style sheets and type styles

Drawing Tools

- Bezier curves, freeform line, pen tools
- Changing the shape of objects
- Converting text to outlines
- Merging and splitting QuarkXPress objects
 - Text on a path (curved and straight paths)

Clipping

- Working with imported clipping paths and alpha channels within graphics
- Using clipping paths to affect runaround
- Creating clipping paths within QuarkXPress
- Manipulating and altering imported clipping paths

Libraries

Printing

- Picture and font usage
- Collect for Output (preparing a document to go to the printer)
- The print dialog

END

Course hours are 9am – 5pm