

We make

# learning plain sailing

## QuarkXpress Introduction

As all our courses are tailored to the individual - this course content may vary.

### Overview

QuarkXpress is a page-layout application ideal for producing single page items such as invites or multi-page publications such as brochures. You will gain first hand experience of this amazing software in a modern studio which is set in a tranquil, garden setting. The days training can be tailored to your requirements, so feel free to bring along artwork files so the practice can be based on real examples that are specifically connected to your needs. Your tutor is an experienced practitioner and holds a Certificate in Education so you will be getting first hand industry knowledge taught by a qualified teacher.

### Course duration:

1 day - from 10-4pm

### Location:

Amber Designs, 9 Kings Park  
Canterbury, Kent CT1 1QH

### Requirements

Good Mac or PC skills

### Price pp:

£250 + vat \*

\* Price is per person per day and includes refreshments, full lunch and post-training support.

### Course Content

#### Creating a new document

Setting up custom columns and gutters  
Facing pages verses single pages  
View options and shortcuts  
Using guides  
Scroll bars and use of rulers to measure

#### Tool box overview

Item and content tools  
Rotating tool and palette options  
Viewing the page - keyboard shortcuts

#### Text

Creating a text box - customising the shape  
Imputing text and setting text in a shape/on a curve  
Cutting text, copying text and pasting  
Importing text files from word processing applications  
Viewing invisibles  
How to centre/range left or right and justify text  
Selecting fonts and font sizes  
Leading  
Change text colour  
Scaling text  
Baseline shift  
Kerning text

#### Creating items

Drawing rectangle, circle and polygon items  
Positioning and moving items  
Resizing items  
Rotating objects  
How to add a border to a text or picture box

#### Tables tool

Creating and modifying tables

#### The line tools

When to use which line tool  
Increasing and decreasing the line thickness  
Applying different styles to the line  
Adding arrow heads to lines  
Dashes and stripes

#### Text linking tool

Learn how to link and flow text  
Understand how to unlink text

#### Applying colour

Setting up custom pantone colours  
Understanding the cmyk option  
Using the item-modify for colour  
Using the graduation option  
Adding colour to a frame

#### Pictures

Picture file formats  
Importing photos or graphics from other applications  
Resizing and scaling images  
Adding colour to a greyscale image

#### Runaround

Explore the different text runaround options  
Aligning text to picture bounds & embedded path

#### Printing and pdfs

How to print a document  
Creating a basic pdf

Review on the day and any questions.