

We make

learning plain sailing

QuarkXpress Intermediate

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
Attended the 'QuarkXpress
Introduction course'

Price pp: £250 + vat *

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

Course Content

Setting up QuarkXpress

Preferences - how to customise Xpress preferences

Formatting text

Soft returns - explained

Hard returns and when to use them

Indents

Space before and after

Using paragraph rules under and above

Working with drop caps

How to inset text in a box

Vertically aligning text using the modify option

Flipping text

Altering text columns

Tabs, leaders, inseting text

Inserting tabs

Setting tab ruler markers

Adding and deleting tabs

Adding fill characters - leaders

Text inset in modify option

Working with layers

Creating a layer

Moving items to another layer

Merging layers

Appending

Keyboard shortcuts

Useful shortcuts

Drop Shadows

Using drop shadow effects

Transparency

Exploring transparency options for text, pictures and colour

Working with multiple items

Duplicate and step and repeat

Space/align option

Working with layers bring to front or send to back

Selecting different layers with keyboard shortcuts

Shortcut to selecting several items

Locking items

Libraries

Creating a new library

Naming library sections

Copying to and from a library

Style Sheets

Creating character styles

Creating paragraph styles

Applying styles

Duplicating styles

Appending to existing styles in other documents

Using the "Based on" option

Master Pages

Single pages and facing pages masters

Naming master pages

Applying master pages to the document

Setup automatic page numbering

Working with multiple master pages

Modifying master guides

Creating master items

Review on the day and any questions.