

QuarkXpress: Level 1

Tuition: \$225 / 6 hours

Course Description:

Students will learn how to create and edit a document using QuarkXpress.

Course Content

Creating a Basic Single-page Document

- Create a New Document
- Place Graphics
- Add Display Type
- Align Items to Guides
- Create Bleeds

Structuring a Multi-page Document

- Set Up a Facing-pages Document
- Create Additional Pages
- Define Colors
- Apply Colors
- Create & Apply Master Pages

Typesetting

- Flow Text
- Adjust Vertical Spacing
- Align Type Horizontally
- Create Paragraph Rules
- Format Type with Style Sheets
- Modify Style Sheets

Presenting Text & Graphics in Tables

- Create a Table Manually
- Create a Table from Text
- Display Graphics in Table Cells
- Resize Rows & Columns
- Modify Table Structure
- Format Table Cells

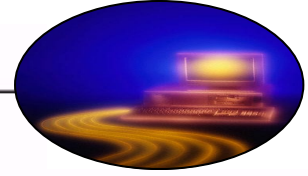
Enhancing a Publication's Readability

- Check Spelling
- Apply Runaround
- Format Item Frames
- Inset Text
- Apply Continuation Page Numbering

Finalizing a Document for Commercial Printing

- Check Picture Usage
- Check Font Usage
- Print a Proof
- Create Print Styles
- Collect for Output





QuarkXpress : Level 2

Tuition: \$225 / 6 hours

Prerequisite:

Students should have completed the course *QuarkXpress: Level 1* or have equivalent knowledge.

Course Description:

Students will learn advanced techniques using QuarkXpress.

Course Content

Creating Graphic Effects with Bézier Paths

- Draw Bézier Paths
- Reshape a Picture Box
- Combine Bézier Shapes
- Silhouette Pictures

Creating Type Effects

- Create Drop Caps
- Reverse Type with a Style Sheet
- Typeset Numbers
- Create a Type Mask
- Flow Type on a Path
- Create a Type Shadow

Efficiently Laying Out Pages

- Organize Design Elements in Libraries
- Step & Repeat Items
- Adjust Space Between Items
- Manipulate Items Within Groups
- Layer Items

Professionally Typesetting Documents

- Choose Appropriate Typefaces
- Choose Appropriate Leading
- Set Justification Options
- Hyphenate Text
- Track Type
- Kern Type

Applying Color Management

- Determine When To Use Color Management
- Set Up Color Management
- Change Image Profiles
- Choose Printer Device Profiles

Managing Long Documents

- Change Type Formatting Automatically
- Section a Document
- Create A List
- Index Documents
- Create A Book

