



Quark XPress for Windows

TOPICS

Touring Quark XPress

- Creating, saving, opening files
- What Is a Template?
- Changing a Document's Page Size
- Reverting to saved

Getting Around

- Zooming in and out
- Page Grabber Hand
- Going to a Page

Text Input

- Creating a Text Box
- Resizing a Text Box
- Moving a Text Box
- Text Overflow Symbol
- Deleting Text & Text Boxes
- Make a Text Box Transparent
- Rotate a Text Box
- Changing Vertical Alignment
- Changing Columns

Text Flow

- Importing Text
- Inserting, Moving and Deleting Pages
- Document Layout Palette
- Linking & Unlinking Text Boxes
- Inserting Jump Lines

Formats

- Indenting
- Leading
- Changing Horizontal Alignment
- Line Breaks
- Widows & Orphans
- Drop Caps
- Paragraph Rules
- Tab Stops
- H & Js

Typography

- Resizing Type
- Kerning & Tracking



COURSE DESCRIPTION

- Scaling Type
- Resizing Text
- Reversed Type

Objects

- Selecting Multiple Items
- Grouping & Ungrouping Items
- Resizing
- Locking & Unlocking
- Duplicating an Item
- Step and Repeat
- Aligning & Distributing
- Stacking Orders

Pictures

- Picture Boxes
- Resizing, Deleting, Moving
- Ruler Guides
- Importing a Picture
- Resizing a Picture
- Cropping Pictures
- Wrapping Text around a Box

Style Sheets

- Creating, Applying and Editing
- Appending Style Sheets
- Deleting a Style Sheet

Master Pages

- Master Pages
- Master Page Vs. Document Page
- Single-sided & Facing-pages
- Page Numbering
- Duplicating

Color

- Color
- Creating, Editing & Deleting Colors
- Appending Colors

Printing

- Print Dialog Box
- Create a PostScript File
- Save a Page as EPS