



### QuarkXPress – Level 1

**QuarkXPress – Level 1** is a two-day course that will teach you to use QuarkXPress to lay out professional-quality single and multiple-page documents that include text and graphics and are designed for commercial printing and publication. In addition to creating a variety of document types, you will take existing documents and use efficient techniques to enhance the design. You will also learn many shortcuts and workflow techniques that will allow you to work effectively in a fast-paced workplace.

**Target Student:** Professional and prospective layout designers and technicians with any level of design, layout or prepress experience, but with little or no experience using QuarkXPress to lay out publications.

**Prerequisites:** To ensure your success, you must have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After completing this course, you will be able to create single and multiple-page documents combining text, graphics and photographic images. You will know correct terminology so that you may communicate effectively with designers, art directors and commercial printers, and you will understand the requirements of packaging a project for output.

#### What's Next:

**QuarkXPress – Level 2** Take your production and design skills to a new level by mastering The Long Document (newsletter, book) and the Specialty Document (die cut, mailer, CD cover).

**Illustrator – Level 1** Create gorgeous vectored line art illustrations and type effects using an array of shapes, blends and specialty filters.

**Illustrator – Level 2** Increase the complexity of your illustrations with patterns and brushes, the Gradient Mesh, and advanced type and drawing techniques.

**Photoshop – Level 1** Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

#### Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Create a single-page document containing text and graphics.
- Use layers to create multiple versions of a layout.
- Typeset body and headline text.
- Utilize Quark's Bézier path features to create custom images and text shapes.
- Differentiate between various font architectures.
- Correctly specify color for process and spot color jobs.
- Streamline production using style sheets.
- Generate a PDF from Quark.
- Prepare a document for handoff to a printing vendor for commercial output.





## QuarkXPress – Level 1

### Document Production

- Understanding the Design Process
- Multipurpose Documents
- Components of a Digital Page Layout
- Managing a Variety of Files

### The Workspace

- The QuarkXPress Work Environment
- Menus & Palettes
- Preferences and Defaults

### Building Pages

- Creating Projects
- Saving Files
- Navigating QuarkXPress
- Pages and Spreads
- Master Pages
- Adding & Removing Pages
- Elements of Page Geometry
- Guides, Margins, and Rulers
- Creating Folding Documents
- Working with Signatures

### Working with Text

- Creating Simple Text Boxes
- Setting Text Box Parameters
- Modifying Text Boxes
- Linking Text Boxes
- Understanding Character Formatting
- Using Special Characters
- Understanding Paragraph Formatting
- Working with Synchronized Text

### Working with Objects

- Understanding the Measurements Palette
- Freehand and Bézier Drawing Tools
- Deleting Objects
- Adding Color to Boxes, Frames and Lines
- Positioning, Grouping, Duplicating and Moving Items
- Creating Lines, Custom Dashes, and Stripes
- Creating Complex Shapes

### Working with Pictures

- Vector Graphics and Raster Images
- Resolution Basics
- Graphics File Formats
- Importing Images and Modifying Pictures
- Using Full-Resolution Preview
- Placing Inline Graphics
- Clipping Paths
- Working with Object Runarounds
- Image Effects

### Working with Color

- The QuarkXPress Colors Palette
- Defining Color
- Importing, Editing and Deleting Colors
- Color Blends

### Streamlining Production

- Working with Style Sheets
- Defining and Editing Style Sheets
- Importing Styles
- Applying and Deleting Style Sheets

### Working with Layers

- Controlling Layers
- Visual Indicators
- Layer Attributes
- Selecting and Rearranging Layers

### Text Utilities

- Spelling
- Find and Change
- Hyphenation and Justification Control

### Printing and Packaging

- Exporting EPS
- Exporting Layouts to PDF
- The PostScript Workflow
- Preparing for a Service Provider
- Collect for Output
- Printing a Layout
- The Print Dialog Boxes Best Practices