

Course Outline – **Quark XPress**

Aims: Upon completion delegates will be able to utilise images, text and colour to create posters, leaflets and newsletters of a professional standard

Pre-requisites: A good understanding of the Windows or Mac OS X environment

Duration: Two Days

XPress Environment

The Window and Navigation Interface
Palettes and Tools
Creating a New Document
Page Setup and Master Pages
Rulers and Guides
Opening and Saving

Working with Text

Getting Text on the Page
Importing Text
Editing and Formatting
Long Document Features

Working with Objects

Importing Pictures and Graphics
Manipulating Pictures and Graphics
Grouping, Step and Repeat, Layers

Colour

Basic Colour Theory
Choosing the Appropriate Colour Model
Applying Colour to Text and Objects

Extending Functionality

Xtensions
Third Party Applications that Compliment XPress

Working with Other Software

Other File Types
Methods of Exporting and Forwarding Data and Documents

Printing

Printing In-House
Preparing and Sending Documents for Commercial Printing

taking **IT** further

phone
0113 243 2226

fax
0113 243 4999

email
sales@training26.co.uk

web
www.training26.co.uk

