

## 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

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