



## QuarkXPress Training Course - Introduction

*In this introductory QuarkXPress class you will learn how to create and edit page layouts effectively and efficiently.*

### What you'll learn in this training course

- Creating QuarkXPress projects
- Using tools and guides
- Text, images, colors and tables
- Advanced layout construction
- Adding and formatting text and typography
- Working with page elements
- Working with pictures, clipping paths, adjustments and filters
- Generating PDF output

### Audience for this training course

This course is designed for and both designers and production personnel who have little to no prior experiences with QuarkXPress.

### Training course duration

This class is a two-days in length. It runs from 9:30 am- 4:30 pm. Lunch is approximately from noon - 1:00 pm.

### Training course curriculum

You will receive a comprehensive course manual for this class developed by the Certified Instructors at AGI.

### Enrolling in this QuarkXPress - Introduction training course

You can register for this training class online at [agitraining.com](http://agitraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this QuarkXPress - Introduction training course

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



## QuarkXPress - Introduction class topics:

### Lesson 1: QuarkXPress basics

- Creating a project
- Examining the Tools palette
- Creating guides
- Working with items
- Creating boxes
- Using ShapeMaker
- Entering text
- Importing text
- Formatting text
- Importing a picture
- Modifying picture size
- Running text around a picture
- Managing imported pictures
- Controlling stacking order
- Spacing and aligning items
- Working with layers
- Creating colors
- Applying colors to text and pictures
- Applying colors to frames and boxes
- Creating a blend
- Editing a color
- Creating a table
- Adding text
- Linking cells
- Adding a picture
- Adding and deleting rows and columns
- Editing a table
- Importing a table
- Printing basics

### Lesson 2: Advanced layout construction

- Working with master pages
- Creating automatic page numbers
- Separating layouts into sections
- Creating a new library
- Adding an entry to a library
- Deconstructing a project
- Saving as a template
- Working with palette groups
- Creating palette sets
- Using XTensions software

### Lesson 3: Text and typography

- Creating a character style sheet
- Creating a paragraph style sheet
- Applying a style sheet
- Editing a style sheet
- Adjusting leading
- Adjusting paragraph spacing
- Using baseline shift
- Using hanging characters
- Adjusting tracking and kerning
- Inserting glyphs
- Inserting special characters
- Working with OpenType
- Setting tabs numerically
- Setting tabs visually
- Applying rules and drop caps
- Hyphenation and justification

### Lesson 4: Page elements

- Using the automatic text box
- Linking text boxes
- Rerouting and breaking links
- Drawing with The Bezier Pen tool
- Drawing a Bézier box
- Points, handles and segments

### Lesson 5: Advanced images

- Embedded clipping path
- Clipping path for runaround
- Creating and modifying clipping paths
- Embedded alpha channel
- Vista adjustments and filters
- Exporting a picture with Vista effects
- PSD Import

### Lesson 6: PDF output

- Exporting a Quark layout as a PDF
- Adding hyperlinks
- Exporting with PDF/X verification