

# Course overview:

## QuarkXPress 6.5 Basic

(S522eng)



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### Overview and objectives

This course introduces students to QuarkXPress 6.5 and teaches them how to create publications for print and the Web. Students will learn how to create a new project, add text and objects, and move items around the page. They will also learn how to structure multi-page layouts, edit and format text, and use style sheets. Course coverage also includes tables, layers, and printing. After completing this one-day course, students will know how to:

Start QuarkXPress and explore elements of the environment. Create a new project and add basic elements to a layout. Position elements precisely using guides and the Measurements palette.

Create a facing-pages layout, and create master pages and apply them to a layout.

Flow text between text boxes and add continuation notices. Use the Paragraph Attributes dialog box to apply paragraph formatting. Use Find/Change to replace formatting. Create and edit paragraph and character style sheets.

Create tables manually, convert text to a table, and create a table from imported text. Modify a table's structure by inserting and adjusting rows and columns, and by merging table cells. Format a table by changing the color of table cells, positioning text within table cells, adjusting grid and frame attributes, and displaying graphics in table cells.

Position text in text boxes, format box frames, and add columns to text boxes. Add Photoshop images to layouts, adjust runaround, modify picture boxes, and anchor boxes to text. Group items and manipulate items within a group. Create layers and assign items to them.

Print documents, create print styles, and export documents to PDF. Prepare documents for commercial printing.

### Who should attend?

The target student for this course should be comfortable using a personal computer and Microsoft Windows 2000 or later. You should have little or no experience using QuarkXPress 6.5. You will get the most out of this course if your goal is to become proficient in using QuarkXPress 6.5 to create effective publications and add visual impact to them with colorful text and images.

#### Getting started

- The QuarkXpress environment • Basic documents • Item position

#### Structuring multipage layouts

- Multipage layouts • Master pages

#### Typesetting

- Text box linking • Paragraph formatting • Style sheets

#### Working with tables

- Table structure • Table formatting

#### Modifying items

- Text boxes • Graphics • Grouped items • Layers

#### Finalizing documents

- Outputting documents • Commercial printing preparation

#### Appendix

- Application preferences • Project and Print Layout preferences
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**the courseware  
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