

Course Outline

Each **Joanne Wood Training** course is specifically designed for you. Below is a list of the basic areas we cover and the order we cover them, dependant on your experience and prior knowledge it may not be necessary to cover each topic.

Quark XPress 7.01

- Introduction to Quark XPress 7.10: how to create new, open, and save files.
- Setting page sizes via layout documents.
- Using guides and rulers within your layout.
- Learning some basic keyboard shortcuts.
- Viewing and choosing toolbars.
- Editing colours, choosing colours and mixing new colours.
- Understanding printing colour: CMYK, RGB, spot colours, Hexachrome, special finishes such as gloss.
- Drawing simple shapes and selecting objects.
- Selecting box fill colour, and frame pattern and colour.
- Positioning using the x/y co-ordinates, resizing, rotating and duplicating objects.
- Inserting a text box, modifying the text angle, skew, columns and gutter width.
- Creating text on a line or a path.
- Using the character menu to select font point size, leading, kerning, tracking and script.
- Looking at paragraph justification and alignment, plus the first baseline.
- Choosing text shade, opacity and colour.
- Applying drop shadows and effects.
- Adding indents and bullet points.
- Linking multiple text boxes.
- Creating/modifying straight and curved lines.
- Creating pictures boxes, rectangular and shaped.
- Importing images Bitmap and Vector, then resizing, positioning, centralizing and scaling.
- Creating spot colour images.
- Linking and updating images and fonts.
- Creating runaround picture boxes and the effect it has on text and images.
- Introducing style sheets and creating a master document.
- Creating multiple master documents.
- How to use page layouts and automatic page numbering.
- Introducing basic trapping.
- Effecting hyphenation.
- Collect files for output for printing or saving files.
- Showing crop marks and print marks when printing.
- Printing from Quark XPress: creating print ready PDF's.

Are you interested in any of the above please contact us at learn@joannewood.co.uk or telephone: **0208 593 0165** and speak to one of our degree qualified, experienced trainers.