



Introduction to Quark Express training course

Course objective

Quark Express is a powerful page layout tool used to create professional publications. In this course, you will learn the basic techniques and skills that will allow you to produce documents in a variety of formats.

General information

- ▶ Hands-on exercises familiarise delegates with the concepts and operations.
- ▶ Following *Introduction to Quark Express* training, delegates are entitled to 30 days email support from Armada to help with any post-training issues.

Who should attend?

Introduction to Quark Express training is suitable for newcomers to Quark Express or users with a basic knowledge of other page layout tools such as Adobe PageMaker.

Duration

2 days.

Courseware and certification

Delegates receive comprehensive courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are issued with a certificate confirming they have attended and successfully completed the course.

What version of Quark Express is covered?

As an *on-demand* training course for your group, *Introduction to Quark Express* training courses can be based on any recent version of Quark Express.

Location, price and further information

Courses can be based at our training centre in Bromsgrove (close to Birmingham and the M5/M6/M40/M42 motorways) or at your venue.

For pricing and further information, please see: www.armada.co.uk/coursequark.htm.

Course outline

Below are some of the areas that are covered in the *Introduction to Quark Express* training course:

- ▶ Quark Express opening screen
- ▶ Creating a new document
- ▶ The toolbox
- ▶ Working with text boxes
 - Creating a text box
 - Placing text into a text box
 - Linking and unlinking text boxes
 - Formatting text
 - Modifying text boxes
 - Frames
 - Runarounds
 - Shadows
- ▶ Working with picture boxes
 - Outlines & lines
 - Freehand lines
 - Bezier lines
 - Orthogonal lines
 - Placing text on a path
 - Modifying a text path
 - Text paths - on shapes
 - Converting text into picture boxes
 - Splitting picture boxes
 - Text into picture boxes – glyphs
- ▶ Brochure project
 - Rulers
 - Alignments & grouping
 - Select points
 - Send to back
 - Import text
 - Greyscale images
 - Add points to shapes
 - Drop caps
 - Columns
 - Creating an eps file
- ▶ Collect to output
 - Reports
- ▶ Aligning text to an angle
- ▶ Multiple pages
 - Master pages & page numbers
 - Master pages - lock items
 - Creating multiple master pages

continued...



Introduction to Quark Express training course

- ▶ Pantone colours
- ▶ The transparency function
- ▶ Table tool
 - Picture boxes
- ▶ Creating unusual shapes for text or graphic boxes
- ▶ The scissors tool
- ▶ Printing & tiling
- ▶ Creating a PDF file
- ▶ Creating a paragraph style
- ▶ Altering a paragraph style
- ▶ Creating a character style
- ▶ Tabs
 - Decimal tabs
 - Moving tabs
- ▶ Shadow text effects
- ▶ Creating a book
 - Synchronising
- ▶ Creating a table of contents
- ▶ Creating an index
- ▶ Layers
- ▶ Guides & bleeds
- ▶ Setting a design grid (baseline grid)
- ▶ Tracking edit
 - reset
- ▶ Kerning table edit
 - reset
- ▶ Trapping
- ▶ Creating a continuation page
- ▶ Creating output styles was called print styles
- ▶ Creating print styles
- ▶ Saving quark files for web
- ▶ Layout view
 - Duplicating
- ▶ Shared content was synchronised text
- ▶ Composition zones
 - Renaming
- ▶ Creating a project using a pre-defined job jacket
- ▶ Useful extra features