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QuarkXpress

Introduction

Introduction	QuarkXpress is a professional desktop-publishing (DTP) package. Copywriters and graphic designers use it to create technical and marketing documents in all kinds of industries.
Objectives	To give the trainees the skills to create publications incorporating multiple stories and illustrations.
Designed for	This course is designed for users with little or no previous experience of QuarkXpress. Users should have a good knowledge of the Windows environment and experience of using the keyboard and the mouse.
Duration	One day
Topics	Overview of Features Creating and Saving a Document Page Set-Up Printing The Help Menu Measurement Palette, Styles The XPress Text Box The “BOX” Concept of Page Layout Linking & Unlinking Text Box’s Changing the Style of Text Cut, Copy & Paste Find & Replace Spell Checker Drop Caps Colours Inserting Picture Box’s Using Lines Text on Paths Modifying Box’s Using Nodes Freehand & Bezier Box’s Kerning Interline Spacing Frames Runarounds Manipulating Photographs within Box’s Converting Text to Picture Box’s Rulers & Guidelines Using Multiple Pages Master Pages Pantone Colours & the Colour Palette Aligning Text to an Angle
Follow-up	QuarkXpress Advanced – One day





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