



INTRODUCTION TO QUARK

COURSE DURATION: 2 days (recommended) or Day 1 only
1-day for a basic introduction or intensive with topics added
2-day to include more topics at a slightly more relaxed pace

PRE-REQUISITES

No previous knowledge of Quark is required

COURSE OUTLINE

Day 1

Creating a basic single-page document

- Create a new document
- Place graphics
- Add display type
- Align items to guides
- Create bleeds

Structuring a multi-page document

- Set up a document with facing-pages
- Create additional pages
- Define colours and tints
- Apply colours
- Use transparency and drop shadow
- Create and apply master pages

Typesetting

- Flow text
- Adjust vertical spacing
- Align type horizontally
- Create paragraph rules
- Format type with style sheets
- Modify style sheets

Presenting text and graphics in tables

- Create a table manually
- Create a table from text
- Display graphics in table cells
- Resize rows and columns
- Modify table structure
- Format table cells

Enhancing a publication's readability

- Check spelling
- Apply runaround
- Format item frames
- Inset text
- Apply continuation page numbering

Finalising a document for commercial printing

- Check picture usage
- Check font usage
- Print a proof
- Create print styles
- Collect for output

CREATIVITY AND EFFICIENCY

During Office Hours: 020 8979 8977, Out of Office Hours: Marie, 0789 444 0662,
Skype: marie.photoshop Email: info@londoncreativetraining.co.uk





Day 2

Creating graphic effects with bezier paths

- Draw bezier paths
- Reshape a picture box
- Combine bezier shapes
- Silhouette pictures

Creating type effects

- Create drop caps
- Create a type mask
- Flow type on a path
- Create a type shadow

Efficiently laying out pages

- Organise design elements in libraries
- Step and repeat items
- Adjust space between items
- Manipulate items within groups
- Layer items

Professionally typesetting documents

- Choose appropriate typefaces
- Choose appropriate leading
- Set justification options
- Hyphenate text
- Track type
- Kern type

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