

This Quark authorised introductory course has been designed to meet the specific requirements of professionals using QuarkXPress in an editorial capacity such as sub-editors or journalists.

The emphasis throughout the day is on the powerful text manipulation and editing features of QuarkXPress rather than the layout and design features.

Course Information

Duration:	One day	Location:	London
Cost:	Public course: £325 plus VAT Individual tuition: £495 plus VAT	Dates:	Please call 020 7359 9880 or visit www.lcmj.co.uk

Key topics:

- Introduction to QuarkXPress
- Basic text controls
- Working with layers
- Working with Master Pages and stylesheets
- Text controls
- Printing your document

Course Outline

Introduction to QuarkXPress

- Tools in QuarkXPress • The measurement palette • Moving around your document

Basic text controls

- Different ways of selecting text • Importing text and graphics • Formatting text • Using leading and tracking controls • Using invisibles and guides • Font substitution • Finding and changing text • Exporting text from QuarkXPress • Saving text in MS Word format • Checking the spelling • The auxiliary dictionary

Working with layers

- Creating and editing layers

Using style sheets and Master Pages

- Importing style sheets • Creating style sheets • Editing style sheets • Character and paragraph level style sheets • Synchronising styles across several documents • Understanding Quark templates • Creating Master Pages • Adapting Master Pages • Applying Master Pages • Automatic page numbering • Running headers and footers

Working with tables

- Creating a table • Defining columns and rows • Resizing tables

Further text controls

- Running text around pictures • Linking text boxes • Using synchronised text • Creating text on a path • Hyphenation and justification • Setting the baseline grid • Locking text to the baseline grid • Anchored text boxes

Printing your document

- Proofing your document • Using Quark Job Jacket • Using font usage

All courses at the London College of Media and Journalism are supported by six months telephone Helpline support.