

QuarkXpress 5.0

3 Day Class - Day 1

The student will complete four lessons that allow them the opportunity to work with text, pictures, and other QuarkXpress elements .

Upon Completion of this course students will be familiar with and have skill to:

Intro

- Navigating through QuarkXpress
- Menus and accessing them
- Examining the Tool Palette
- Opening an Existing Document
- Creating a New Document
- Working the Items
- Using Measurements

Boxes

- Creating Picture and Text Boxes
- Copying and Pasting Boxes
- Resizing Boxes and Positioning
- Rotating Boxes and Corner Radius
- Importing Graphics
- Modifying Graphics
- Adding PMS Color to Documents
- Using Rulers and Ruler Guides

Text Fundamentals

- Typography Guidelines
- Measuring Type Elements
- Entering & Formatting Text
- Changing Fonts and Size
- Leading and Alignment
- Applying Character Attributes

Frames, Rules and Text Paths

- Applying Frames to Boxes
- Changing Attributes
- Text Inset
- Rules
- Specifying non-Printing Options

It takes approximately 25 hours to use a program productively when you are properly trained and 100 hours if you are not. Call CSI today and register for classes, 402-330-6078 ext: 251 or check out our website

www.csiomaha.com.

