

# QuarkXpress 5.0

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3 Day Class - Day 2

Students will complete seven lessons that teach how to construct documents, format text with styles, fine-tune typography, use master pages, and prepare documents for high-resolution printing. The lessons will help students work more effectively in QuarkXpress.

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

## **Multipage Documents**

- Importing Text
- Exporting Text
- Linking Text Boxes
- Inserting & Rearranging Pages
- Document Layout Palette

## **Text Editing**

- Check Spelling
- Find/Change Feature
- Hyphenation and Justification
- Kerning and Tracking
- Font Usage Utility

## **Paragraph Formatting**

- Paragraph Indents
- Space Before and after Paragraphs
- Creating Drop Caps
- Multiple Columns
- Vertical Alignment

## **Tabs**

- Tab Positions
- Deleting Tab Stops
- Moving Tab Stops
- Tabs with Math Operators
- Leaders

## **Style Sheets**

- Paragraph Style Sheets
- Character Style Sheets
- Creating, Editing and Applying
- Templates

## **Templates and Master Pages**

- Creating Templates
- Formatting and Master Pages
- Page Numbering
- Creating Document Sections

## **Items**

- Modifying Stacking Order
- Working with Groups
- Duplicating Items
- Step and Repeat

