

# QuarkXPress Introduction

## OBJECTIVES

Create effective designs and layouts for print output; create multi-page layouts, work with master pages, use a variety of typesetting techniques, and work with style sheets, tables, graphics, and layers; prepare documents for commercial printing.

**Duration:** 1 Day

### 1. GETTING STARTED

- The QuarkXPress environment
- Basic documents
- Item positioning

### 2. STRUCTURING MULTI-PAGE LAYOUTS

- Multi-page layouts
- Master pages

### 3. TYPESETTING

- Text box linking
- Paragraph formatting
- Style sheets

### 4. WORKING WITH TABLES

- Table structure
- Table formatting

### 5. WORKING WITH TEXT AND GRAPHICS

- Text boxes
- Graphics
- Grouped items
- Layers

### 6. FINALIZING DOCUMENTS

- Output
- Commercial printing preparation