

# Mediaroots - QuarkXPress 8 & 7 Core Training

## Summary of Contents

### Overview

Welcome Screen for Mac Users  
The Work Area  
The New Interface  
The Revamped Project Window  
Pop-up Page Navigation  
Palettes  
Navigating  
Measurement  
Measurement Palette  
Design Grids  
Guides  
Working with Items

### Setting Up

Creating a New Project  
Saving New Files  
Save As  
Backward Compatibility  
Using Undo  
Adding Pages  
Adding Text and Graphics  
Drag and Drop  
Interactive Palette

### Tools

Simplified Tools  
Item Tool  
Content Tool  
Text Box Tool  
Line Tool  
Rotate Tool  
Link Tool  
Starburst Tool  
Bezier Pen Tool  
Picture Content Tool  
Text Content Tool

### Working with Text

Creating Text Boxes  
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Highlighting Text  
Deleting Text  
Text Box Alignment  
Text Insert  
Text Columns  
Runaround  
Frame Colour  
Dropcaps, Tabs and Rules  
Enhanced Drop Caps  
Tracking, Kerning and Leading  
Check Spelling  
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Font WYSIWYG Previews  
Resize Fonts  
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Paragraph Spacing  
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Multi-line Text to Boxes

### Style Sheets

Introduction to Style Sheets  
Normal Style Sheets  
New Paragraph Style Sheet  
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Editing Style Sheet

### Master Pages

Introduction to Master Page  
Switch between Master and Layout  
One Click Switching to Master Page  
Convert Single Page to Facing Pages  
Create Blank Master  
Modify Master  
Apply Master  
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Keep or Delete Changes on Master  
Linking Auto Text on Master

### Working with Graphics

Scaling and Fitting Picture  
Import Picture  
Rotate Picture and Box  
Delete Picture and Box  
Adding Frames to Boxes  
Creating Rounded Boxes  
Clipping Path  
Edit Clipping Path  
Blending Backgrounds  
Line Colours  
Bezier Elements  
Freehand Line Text Path  
Creating Smooth Curves  
Add, Delete or Move Points  
Using Bezier Handles  
Drop Shadows  
Item Styles  
Item Find Change  
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### Handling Objects

Basics Multiple Items  
Locking Item  
Duplicate Step and Repeat  
Stacking Order  
Space and Align Items  
Enhanced Object Handling

### Working with Color

Colour Models  
Colours Palette  
Create New Colour

## **Working with Color cont.....**

- Edit Colours
- Delete Colours
- Apply Colour to Text
- Apply Colour to Frame
- Apply Colour Blends

## **Layers**

- Layers Palette
- Create Layer
- Duplicate Layer
- Arrange Layers
- Change Layer Name Colour
- Display Layers
- Delete Layers
- Merge Layers
- Creating Items on Layer
- Determine Item on Layer
- Move Item to Different Layer
- Lock and Unlock Layers
- Prevent Layer Printing

## **Output your Document**

- Collect for Output
- Outputting to PDF - Part 1
- Outputting to PDF - Part 2
- Outputting to PDF - Part 3
- New Output Options
- Print Composite
- Print Separations CMYK or Spot
- Print Spreads
- Printers Marks, Reg Crop and Bleed
- Multi-language Support

## **Exercises (Case Studies)**

- Poster - Part 1
- Poster - Part 2
- Flyer - Part 1
- Flyer - Part 2
- Magazine Spread - Part 1
- Magazine Spread - Part 2
- Magazine Spread - Part 3

Total Number Of Videos : 136

Total Number Of Hours : 4.5