
Learning QuarkXPress

*the industry's leading page layout &
design software package*

Nicole**Ferrari**•Vincent**Rhodes**•Dean**Spik**
Old Dominion University • ENGL 595

Your Presenters

- **Nicole Ferrari**
- **Vincent Rhodes**
- **Dean Spik**

Quark**X**Press in a nutshell

- **QXP** is page layout software
- industry leader (almost 50% of the market uses the software)
- different than word processing software
- intermediate-level of difficulty (manageable with understanding of a few key concepts.)

Overview of Training

- Getting Started
- Key Concepts
- Formatting
- Newsletter Design Activity
- Discussion & Wrap Up

What you need

- shortcut sheet
- newsletter design activity instructions
- model newsletter
- computer with **QuarkXPress** installed

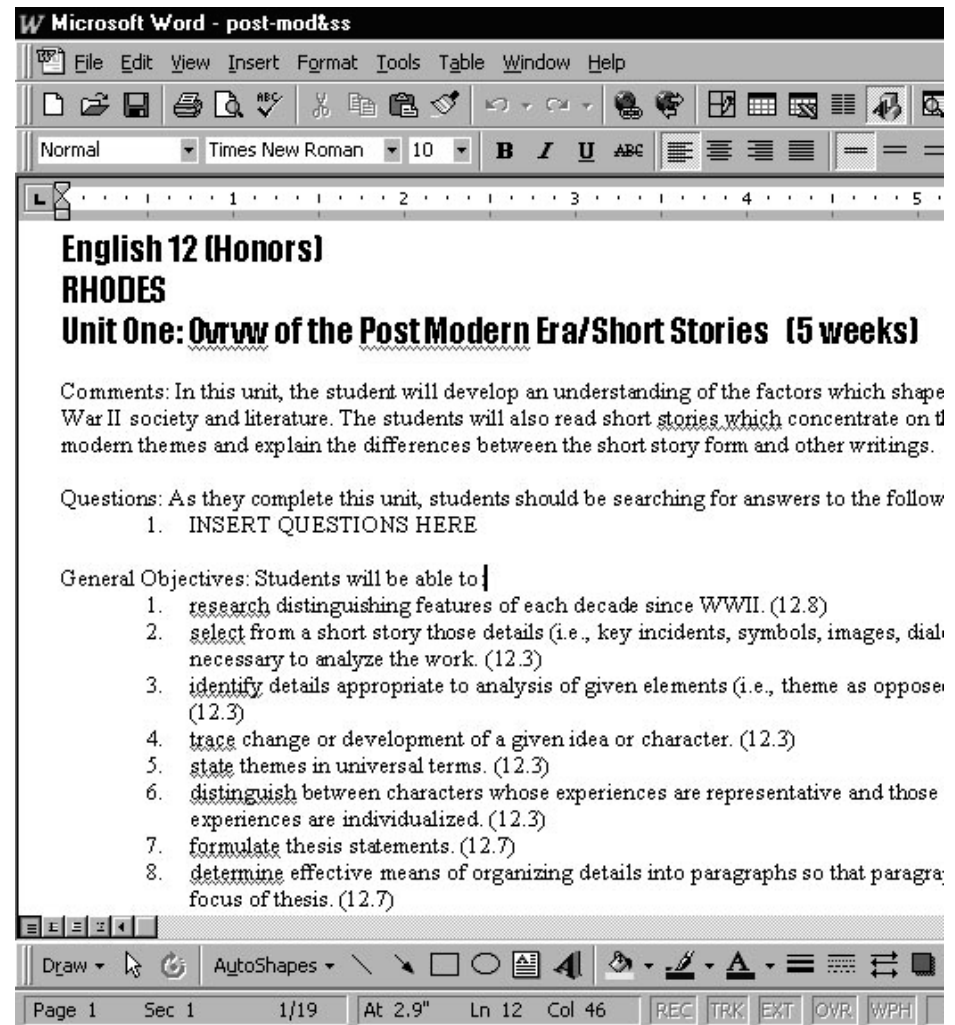
Getting Started

“This ain’t your Daddy’s word processor!”

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Word processor

- software primarily focuses on inputting & formatting text for general print uses (reports, letters, etc.)
- generally includes limited graphics capabilities



QuarkXPress

- focuses on formatting and layout of text & graphic elements
- extensive graphic capabilities
- offers greater level of control of formatting and placement of elements





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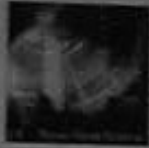
CRANBY HIGH SCHOOL 12.20.2000

Spectator

Increased hall roaming triggers security sweeps

NO FREE NAPSTER

50% Page: 1



CORRY HIGH SCHOOL

Spectator

NOV. 2005



Student artists displayed in Norfolk's galleries

Senior artist Jason Chango, who placed first in the Norfolk Public Schools art show, was the only student to win a national award. Chango's work, "The World is My Canvas," was displayed in Norfolk's galleries.

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Jason Chango explains her prize-winning photo to a friend. Chango earned third place in the photography-quality camera category in Norfolk, for work of Chango's photography and the photo essay on nationally-ranked gymnast Adam Tait in page 11.

Chango's work, "The World is My Canvas," was displayed in Norfolk's galleries. Chango's work, "The World is My Canvas," was displayed in Norfolk's galleries.

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LEFT: Senior artist Jason Chango placed in the Norfolk Public Schools art show.



RIGHT: Artist Jason Chango's work, "The World is My Canvas," was displayed in Norfolk's galleries.

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Getting Started

- document management
- viewing the document
- important control palettes

Key Concepts

the basics of boxing

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Key Concepts

- **QXP** is a box-based environment (text must be placed in a text box, graphics must be placed in a picture box.)
- ITEM tool vs. CONTENT tool
- can enter text in **QXP** or import from other word processing programs
- can import graphics of various formats

Formatting text & graphics

*fine tuning elements in your
document*

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Formatting text & graphics

- enlarging & reducing images (**MODIFY**)
- can format text characteristics like a word processor (font, size, style, color)
- use palettes for quick control (*remember they are context sensitive!*)
- changing numbers of columns & gutter widths (**MODIFY**)

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Newsletter Design Activity

it's time to get your feet wet & your hands on a computer (you'll be shocked what you know)

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Newsletter Design Activity

- create a new document
- create text & picture boxes
- import text & graphic
- format the text & graphic
- save the document
- print the newsletter

Discussion & Wrap Up

your chance to question “authority”

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QuarkXPress: The Basics

- managing documents (creating, opening, saving & viewing)
- picture & text boxes
- ITEM tool vs. CONTENT tool
- importing & modifying page elements
- printing documents

Other important skills

- using colors & shading (color palette)
- framing boxes (MODIFY dialog box)
- grouping elements
- creating multi-page documents (document layout palette)
- linking text boxes (tool palette)

Where to go from here

- explore the color palette (colors & shading)
- explore the document layout palette
(creating multiple pages)

Sources of help

- Learning **QuarkXPress** (print or PDF)
- **QuarkXPress** tutorials (included in standard installation)
- online help included in software
- print manuals included with software

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