Learning QuarkXPress

the industry's leading page layout & design software package

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Old Dominion University • ENGL 595

Your Presenters

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Quark**XPress** 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
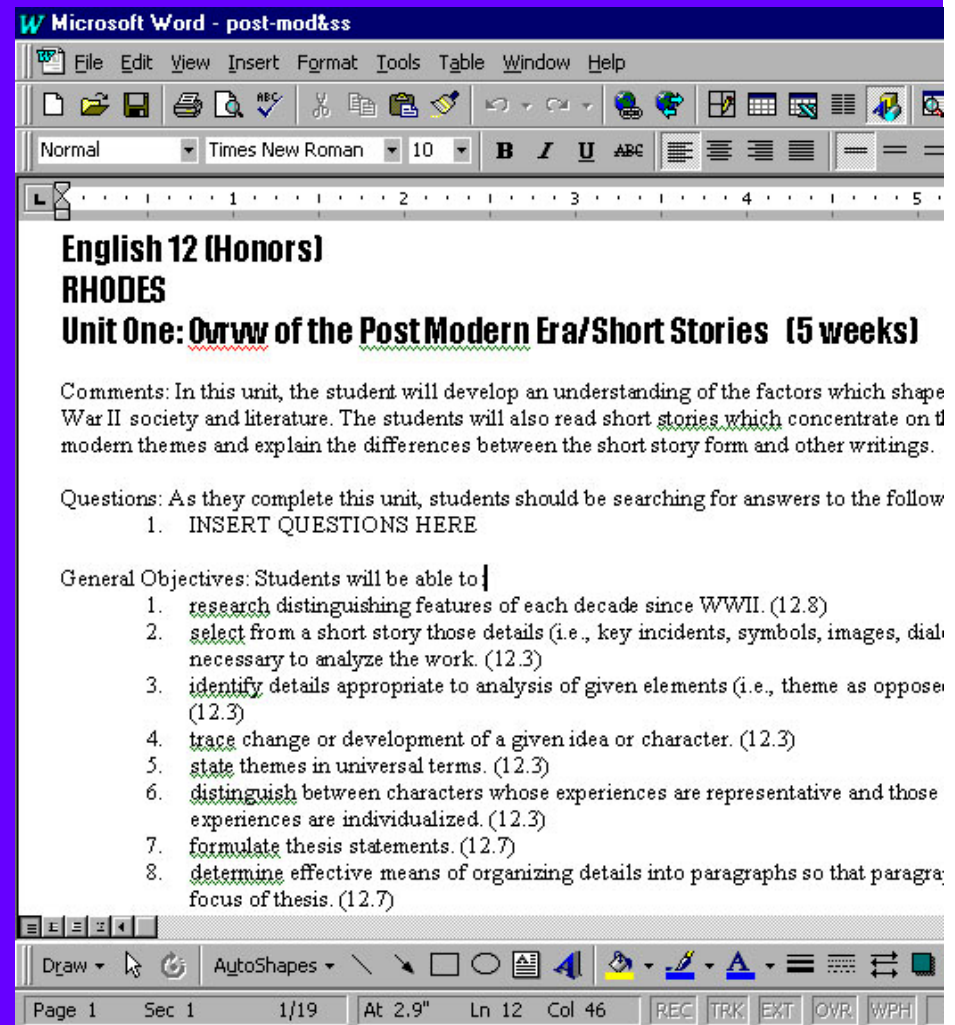- computer with **QuarkXPress** installed

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

Microsoft Word - post-mod&ss

File   Edit   View   Insert   Format   Tools   Table   Window   Help

Normal   Times New Roman   10   B I U ABC

English 12 (Honors)
RHODES
Unit One: Ovrvw of the Post Modern Era/Short Stories (5 weeks)

Comments: In this unit, the student will develop an understanding of the factors which shape
War II society and literature. The students will also read short stories which concentrate on t
modern themes and explain the differences between the short story form and other writings.

Questions: As they complete this unit, students should be searching for answers to the follow
   1.   INSERT QUESTIONS HERE

General Objectives: Students will be able to
   1.   research distinguishing features of each decade since WWII. (12.8)
   2.   select from a short story those details (i.e., key incidents, symbols, images, dial
        necessary to analyze the work. (12.3)
   3.   identify details appropriate to analysis of given elements (i.e., theme as oppose
        (12.3)
   4.   trace change or development of a given idea or character. (12.3)
   5.   state themes in universal terms. (12.3)
   6.   distinguish between characters whose experiences are representative and those
        experiences are individualized. (12.3)
   7.   formulate thesis statements. (12.7)
   8.   determine effective means of organizing details into paragraphs so that paragra
        focus of thesis. (12.7)

Draw   AutoShapes

Page 1   Sec 1   1/19   At 2.9"   Ln 12   Col 46   REC TRK EXT OVR WPH

Quark**XPress**

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

GRANBY.HIGH.SCHOOL   12.20.2000

Spectator

Increased hall roaming triggers security sweeps

link to hall trash

NO FREE NAPSTER

Student artists displayed in Norfolk's galleries

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**)

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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Quark**XPress: 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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