

Adobe InDesign Introduction



CS3 / CS4 / CS5

Duration: **2 Days**

Who Should Attend / Target Audience

The course has been developed for people with minimal experience using InDesign and who are currently, or who would like to create published documents.

Prerequisites

Participants will need to be familiar with Windows XP or Macintosh OS and have an understanding of page layout programs.

Learning Outcomes

- Create new publications and set up the document attributes
- Create text frames and format with character and paragraph commands
- Create basic shapes, manipulate and arrange shapes on the page
- Work with colour, applying fill and stroke attributes to objects
- Use drawing tools to create open and closed paths
- Prepare publications for press

Course Content

Version: 29/12/09

Getting Started

Opening a Publication
Changing Views
The Toolbox and Tools
Using Default Colours
Restoring Colours
Reversing Colours
Applying a Colour

Editing a Document

Moving between pages
Editing text
Finding and Changing Text
Using the Story Editor
Previewing Your Document
Printing Your Document

Basic Formatting

Changing Font Type and Size
Changing Leading
Aligning Text
Hyphenating Text
Working with Bullets
Manipulate Tracking and Kerning
Copying Type Attributes

Text Frames

Basic Text Frames
Text Threads
Deleting a Text Box
Threading Text
Columns within a Text Box
Placing Text

Images

Place an image
Adding borders and fill
Restoring Default Colours
Applying Colours

Working With Templates

Accessing a Template
Applying paragraph styles
Using Object Styles
Applying Colours

Creating A Flier

Identifying the purpose
Identifying the audience
Determine printing requirements
Design Elements

- Connecting elements
- Contrast
- Repetition
- Alignment

Working with images
Design the flier

Working with Graphics

Placing a graphic
Resizing a graphic
Rotating a graphic
Deleting a graphic
Linking and embedding images
Clipping Paths

Arranging Items

Send to Back
Bring to Front
Aligning Boxes

Working with Colour

Creating and manipulating Swatches
Using a Swatch Library
Selecting Colours with the Eyedropper
Applying gradients

Indents, Tabs and Tables

Setting up tabs
Aligning tabs
Setting indents
Creating a table
Formatting a table

Creating Your Own Styles

Creating and applying styles
Editing styles
Loading Styles from other documents

Pages

Inserting and deleting pages
Master pages
Page Numbering

Preparing For Press

Linking and embedding images
Create a preflight report
Create a package
Create a PDF

Next Level Course: Adobe InDesign Advanced

Availability: In House Closed Group Public

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SYDNEY
BRISBANE
TOWNSVILLE
CAIRNS

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