ADOBE INDESIGN
INTRODUCTION

Learn how to create, style and export professionally published documents.

Id   **2 DAYS**

ODYSSEY TRAINING™

By SGS

Prerequisites

Participants are required to bring their own laptops as our dedicated computer training labs are equipped with the programs and files you will need access to on your training day.

Expected outcomes

- Set up new document attributes
- Create text frames and format text with character and paragraph commands
- Place text and images onto the page
- Work with colour, applying fill and stroke attributes to objects
- Create, manipulate and arrange basic shapes
- Prepare publications for press

Who should attend

This course is for people with minimal experience using InDesign who would like to learn how to create printed published documents.

Getting started
- Opening a publication
- Navigating the interface
- The toolbox and tools
- Panels and workspaces
- Zooming in/ out

Edit a document
- Moving between pages
- Editing text
- Finding and changing text
- Using the story editor
- Previewing your publication
- Printing your publication

Basic formatting
- Changing font type and size
- Changing leading
- Aligning text
- Turn off/ on hyphenation
- Working with bullets
- Manipulate tracking and kerning
- Eyedropper tool to copy attributes

Text frames
- Creating text frames
- Placing text
- Placing text and linking to Word
- Threading text frames
- Deleting a text frame
- Columns within a text frame
- Alignment in a text frame
- Resolving overset text

Working with images
- Place an image
- Fitting an image to a frame
- Resizing frame and contents
- Content grabber
- Adding borders/ stroke
- Rotating the frame/ contents
- Deleting an image
- Linking and embedding images
- Working with broken links
- Wrapping text around images
- Clipping paths

Indents, tabs and tables
- Setting up tabs
- Aligning tabs
- Setting indents
- Creating a table
- Formatting a table
- Importing a table from Excel

Arranging shapes
- Drawing shapes
- Send to back
- Bring to front
- Aligning and distributing elements
- Align to key object

Working with colour
- Understanding CMYK, RGB, Pantone
- Using default colours
- Adding a colour swatch
- Adobe CC libraries
- Create a swatch library
- Selecting colours with the eyedropper
- Applying gradients and tints

Creating styles
- Create and apply paragraph styles
- Create and apply character styles
- Editing styles
- Find and change formatting
- Loading styles from other documents
- Create and apply object styles

Multiple pages
- Inserting and deleting pages
- Working with master pages
- Page numbering
- Creating multiple master pages

Creating templates
- Create a template
- Turn an existing publication into a template
- Loading a template

Preparing for press
- Find fonts
- Create a package
- Create a PDF
- Printer marks in PDF

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Practical, relevant training developed for the Australian workplace.

1300 793 951
odysseytraining.com.au