InDesign Essentials | Course Overview

COURSE DESCRIPTION

Adobe InDesign allows you to create a diverse range of print and digital materials with the only limitations being your knowledge! We ensure you get up to speed quickly by using clear and concise exercises that illustrate both InDesign's abilities and best practices relating to design and typography.

Class exercises begin with single page examples such as ads and flyers, then progress to multi-page documents such as brochures, newsletters and magazine layouts which demonstrate the features that replace repetitive tasks and are a must for effective editing and updating of your design files. While we recommend using the latest version - InDesign CC, we also have CS6 and CS5 as options.

WHAT YOU WILL LEARN

During the 2 day InDesign course, the following topics are covered:

- InDesign's Interface & Preferences, Document Setup & Navigation, Document Shortcuts
- Working with Text including Styles, Working with Objects, including images
- Working with Colour for digital and offset printing, Creating Master Pages
- Designing Forms, Creating Tables, Importing Graphics
- Automation & Troubleshooting, Preparing for Print & Exporting PDFs

~~$720~~ $630 (+GST)

2 DAYS | 9–4:30PM

Please visit our website for enquiries and bookings:
www.cd.com.au
www.facebook.com/citydesktop
www.twitter.com/citydesktop

Adobe InDesign Training Courses
Sydney, Melbourne, Brisbane and Canberra

Course outline

INDESIGN'S INTERFACE

Using panels

Customising and saving workspaces

Application bar

Changing the interface brightness

Smart Guides

Smart Cursor

Tools overview

Setting application & document preferences

Tabbed windows / multiple documents

Screen modes

Zooming, panning and document navigation

Viewing defaults / fit in window / 100%

Display performance

Contextual menus

Using the Status bar

Keyboard shortcuts and assigning shortcuts

DOCUMENTS

Creating and setting up documents

Facing pages

Bleed & Slug

Saving document presets

Inserting and deleting pages

Pages panel

Ruler guides, margin and column guides

Gutter

Reverting, undo and redo

Saving and opening documents

Rotating page spreads

SELECTIONS

Shift selection, Marqueeing, Select all

Group and ungroup

Shift to constrain horizontally and vertically

Alt/Opt for duplicating objects

Paste in place

Arrow keys to nudge

Eye dropper tool to sample

FRAMES AND OBJECTS

Creating frames Rectangle / Ellipse / Polygon

Rectangle Frame tool vs Rectangle tool

Creating and costuming star bursts

Unassigned frames / Text frames

Strokes and fills

Shift to constrain

Alt/Opt to create from centre out

Moving & resizing objects

Locking and unlocking objects

Rotating objects

Scaling & Transforming objects

Selecting reference point on control panel

Positioning items using X & Y

Arrangement Order / Send to back or front

Aligning objects / using Smart Guides

Distributing objects / using Smart Guides

Creating Lines

Adding arrow heads

WORKING WITH TEXT

Frames and text frames

Entering text

Selection processes word / line / paragraph

Editing and formatting text

Using font favouriting

Filtering fonts

Kerning and Tracking

Leading

Character Formatting - font, size, bold, italic, superscript, subscript etc

Paragraph Formatting - alignment, space before/after, indents, etc

Hyphenation

Ascenders, descenders and X height of types

Special characters - en & em dashes, non breaking spaces

Using the Glyphs panel

Importing text

Drag and drop text editing

Story Editor

Please visit our website for enquiries and bookings:
www.cd.com.au

Paragraph styles
Character styles
Redefining a style
Clearing local formatting overrides (+)
Assigning keyboard shortcuts for styles
Find / Change panel
Hanging Indents - Bulleted or Numbered Lists
Displaying hidden characters
Working with tabs and tab leaders
Linking text frames
Text frame options
Working with text flow - manual / auto / semi-auto
Paragraph Rules

MASTER PAGES

Creating and applying master pages
Releasing master page elements in document
Duplicating master pages
Automatic page numbering

WORKING WITH COLOUR

Swatches Panel
Spot colour
Process colour CMYK
Colour modes
Adding colour swatches to swatches panel
Using eyedropper to sample colour
Strokes and Fills
Applying a tint and creating tint swatches
Gradient swatches
Transparency
Effects

WORKING WITH IMAGES

Placing Images
Placing multiple images
Links panel
Relinking & embedding graphics
Info panel
RGB & CMYK
Modifying placed images
Fitting and resizing images proportionally

TABLES

Creating a table
Converting Text to Table
Formatting Rows, Columns & Cells
Adding a border to a table
Header and Footer Rows
Merging and unmerging cells
Inserting Graphics into tables
Table styles
Selecting cells, rows, columns and entire table
Context menu to edit table

EXPORTING AND PRINTING

Printing a document and print options
Packaging a document
Exporting to PDF and PDF options

"It's wonderful to have the creativity and efficiency of InDesign at your finger tips. I feel I have a strong understanding of the program in such little time."

Emma, Communications Project Officer

Please visit our website for enquiries and bookings:
www.cd.com.au