



Adobe InDesign Training Courses

Sydney, Melbourne, Brisbane and Canberra

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

city
desktop training

www.cd.com.au
info@cd.com.au
1300 441 891



AUTHORISED
Training Centre

Why train with us?

- Certified trainers
- 4 city locations
- Mac and PC*
- Free course resit*
- Free after-course support*

*Conditions apply

Premium training for visual communication

Providing quality training since 1989 to the publishing, design, marketing, print and web industries. Join us in Sydney, Brisbane, Canberra & Melbourne.



Adobe InDesign Training Courses

Sydney, Melbourne, Brisbane and Canberra

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
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

Please visit our website for enquiries and bookings:

www.cd.com.au



Adobe InDesign Training Courses

Sydney, Melbourne, Brisbane and Canberra

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