



# Adobe InDesign Training Courses Sydney, Melbourne, Brisbane and Canberra

## InDesign Lite | Course Overview

### COURSE DESCRIPTION

Want to get up and running with InDesign but don't need to learn the whole program? This course is ideal for those who will be creating and editing smaller documents (one or two pages only). Learn best practices for setting up your documents, working with images, formatting text and preparing your files for print or PDF. Exercises include creating stationery, flyers and ads. If you need to produce multi-page documents such as newsletters, catalogues, magazine layouts, brochures, fact sheets etc, then the introductory 2 day course which is more indepth, covers those features necessary to accomplish those processes.



### WHO SHOULD ATTEND

- People who will only be using InDesign a few times a month
- People who will be working on small documents (one and two page layouts) only
- People who will be mainly editing documents i.e. not having to create or set up themselves.

### PREREQUISITE

Students should have a strong working knowledge of either Mac or Windows.

~~\$540~~ **\$445** (+GST)  
1 DAY | 9-4:30PM

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**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.



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### Course outline

#### INDESIGN'S INTERFACE

Customising and saving workspaces  
Moving, docking, collapsing / expanding panels  
Application bar  
Smart Guides

#### THE TOOLBAR

Toolbar overview  
Additional tools  
Control Panel display  
Tabbed windows / multiple documents  
Screen modes  
Zooming, panning and document navigation  
Viewing defaults / fit in window / actual size  
Display performance  
Contextual menus

#### WORKING WITH DOCUMENTS

Creating and setting up documents  
Facing pages  
Bleeds  
Inserting and deleting pages  
Pages panel  
Guides: Ruler, margin and column guides  
Saving and opening documents

#### SELECTIONS

Selecting two or more objects  
Marqueeing  
Selecting all objects  
Selecting text  
Group and ungroup  
Duplicating objects  
Nudging elements  
Eye dropper tool

#### FRAMES AND OBJECTS

Creating frames  
Rectangle Frame tool vs Rectangle tool  
Strokes and fills

Moving & Resizing objects  
Locking and unlocking objects  
Rotating, Scaling & Transforming objects  
Selecting reference points on control panel  
Positioning items using X & Y  
Arrangement Order / Send to back or front  
Aligning objects using Smart Guides  
Creating Lines  
Adding arrow heads

#### WORKING WITH IMAGES

Importing Images  
Image file formats  
Understanding resolution  
Links panel  
Info panel  
RGB & CMYK  
Modifying placed images  
Fitting and resizing images proportionally  
Display performance

#### WORKING WITH TEXT

Text frames  
Entering text  
Selection processes – word / line / paragraph  
Editing and formatting text  
Kerning and Tracking  
Leading  
Character Formatting – font, size, bold, italic, superscript, subscript etc  
Paragraph Formatting – alignment, space before / after, indents, etc  
Rotating text  
Hyphenation  
Using font favouriting  
Filtering fonts  
Special characters – en & em dashes, non breaking spaces  
Using the Glyphs panel  
Importing text  
Basic Shortcuts  
Threading text frames

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### INTRODUCTION TO COLOUR

- Colour Basics
- Swatches Panel

### EXPORTING AND PRINTING

- Printing a document and print options
- Preflight & Packaging
- Troubleshooting
- Reverting, undo and re-do
- Accessing objects behind other objects
- Turning Grepping off
- Setting Guides to the back
- Checking print resolution quality

### AUTOMATION

- Setting application & document preferences
- Saving document presets

"City Desktop Training took me from zero knowledge to really enjoying building my new skills. This course will be very useful in my work. Thank you!"

*Tori, Public Servant*

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