

COURSE SPECIFICATION

Indesign Introduction



DURATION

2 days

PREREQUISITES

Good Mac or PC skills

OVERVIEW

Adobe Indesign is Adobe's answer to QuarkXpress. This course, aimed at those who have never used the application, will introduce the essential tools and techniques through hands on exercises and theory. Delegates will gain an understanding of Indesign to use it with confidence.

COURSE CONTENT

QUICK TOUR

- Getting Started
- Threading text in frames
- Working with styles
- Placing Graphics
- Working with master pages

THE WORK AREA

- Using the tools
- Using palettes
- Opening and closing documents
- Changing the view
- Selecting objects
- Saving
- Undoing mistakes
- Preferences and defaults

SETTING UP PAGES

- Basic layout options
- Using rulers, guides, and grids
- Working with pages and spreads
- Numbering pages
- Using masters
- Laying out pages with frames
- Adjusting layout objects automatically
- Working with layers

WORKING WITH TEXT

- Text frames
- Adding text
- Threading text through frames
- Setting text frame properties
- Editing text
- Finding and changing text
- Checking spelling
- Combining text and graphics

SETTING TYPE

- Formatting characters
- Formatting paragraphs
- Working with tabs
- Working with composition
- Controlling Hyphenation and justification
- Using styles

WORKING WITH GRAPHICS

- Placing a graphic
- Understanding graphic formats
- Managing links and embedded images
- Using Object libraries

TRANSFORMING OBJECTS

- Group, and ungroup commands
- Stacking objects
- Align and distribute
- Lock position
- Using the Transform palette
- Moving objects
- Changing size, proportions, or orientation
- Duplicating objects

COLOUR

- Colour modes and models
- About spot and process colours
- Working with swatches
- Creating a custom colour
- Using Pantone colours

PREPARING FOR COMMERCIAL PRINTING

COURSE SPECIFICATION

Indesign Advanced



DURATION

1 day

PREREQUISITES

Good Mac or PC skills

OVERVIEW

Adobe Indesign is Adobe's answer to QuarkXpress. This course, aimed at those who have attended the Introduction to Indesign, will introduce the advanced tools and techniques through hands on exercises and theory. Delegates will gain an understanding of Indesign's power features.

COURSE CONTENT

OVERVIEW OF BASICS

- Formatting type
- Placing graphics
- Working with colour
- Text wrap
- Columns
- Layers
- Master pages

DRAWING

- About paths
- Drawing basic shapes and lines
- Drawing with the pen tool
- Adjusting path segments
- Using the scissor tool
- Using the Stroke palette
- Using corner effects
- Working with compound paths
- Creating paths from text outlines

IMAGES

- About vector graphics and bitmap images
- Resolution for bitmap images
- Preparing graphics to be imported
- Alternate methods for importing graphics
- Exporting pages to EPS format

COLOUR

- About spot and process colour types
- Using the toolbox colour controls
- Using the Swatch palette
- Using swatch libraries
- Using the Colour palette
- About tints
- Creating and updating tints and their base swatches
- Adding colours from other documents
- Working with gradients
- Applying gradients to text
- Trapping

COLOUR MANAGEMENT

- Setting up colour management
- Calibrating your monitor
- Obtaining, installing and updating CMS profiles
- Turning on CMS and setting up default source profiles
- Colour-managing colours you create in your document
- Preparing imported graphics for colour management
- Importing images into a colour-managed document
- Colour-managing documents for online viewing
- Embedding profiles in output

CREATING AND DISTRIBUTING PDF FILES

- About PDF
- Exporting a document to PDF
- Producing PDF files for high-resolution composite workflow
- Preparing a document for on-screen viewing
- Setting PDF export options

PRINTING

- Preparing for commercial printing
- Changing default print settings
- Printing page marks
- Ensuring your resolution and line screen produce 256 grays
- Printing gradients
- Specifying the emulsion and polarity
- Performing pre-flight checks before printing
- Packaging files for hand off
- Proofing final output