

Adobe InDesign

Introduction



PREREQUISITES

Knowledge of the windows interface would be required. No experience of Adobe InDesign is necessary.

BENEFITS

Students will learn how to produce both single page documents, newsletters and also multipage magazine layouts. The course covers the major page layout and text handling features of InDesign and shows how the program seamlessly incorporates Photoshop images and Illustrator artwork.

COURSE CONTENT

Managing the Adobe InDesign Environment

- Preferences
- Customize Your Workspace
- Set General Preferences
- Manage Document Presets
- Workspace and Window arrangement

Designing Documents

- Create a New Document
- Alter a Document's Layout
- Create the Structure of a Document
- Develop Master Pages
- Manage Text and Graphic Placement
- Develop Layers

Managing and Formatting Text

- Add Text
- Edit Text
- Spell Check Text
- Thread Text
- Find/ Change
- Change Text Threads
- Format Characters
- Format Paragraphs
- Numbering paragraphs
- Text variables
- Manage Styles
- Style Groups
- Quick Apply
- Text Wrap
- Text on a path
- Rules
- The Glyphs panel

Objects

- Arranging, Aligning and Distributing
- Transforming Objects
- Duplicating
- Rotating
- Scaling
- Skewing
- Mirroring
- The Transform Again commands
- Object Styles
- InDesign Snippets

Utilizing Colours, Swatches, and Gradients

- Utilise Colour
- Utilise Swatches
- Apply Fills, Gradients, and Strokes

Managing Transparency

- Apply Transparency
- Apply Transparency Flattener Presets

Graphics

- File Types
- Importing options
- Image Frames simple, compound & custom
- Fitting images Control Palette and shortcuts
- Inline graphics
- Clipping Paths, Alpha channels
- Importing InDesign documents

Pen & Bezier Tools

- Path tools in InDesign



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COURSE CONTENT (Continued)

Libraries

-Using InDesign libraries

Preparing for Handoff to a Service Provider

- Check Documents for Problems
- Print a Document
- Package Files
- Preview Output
- Print, Separation, Flattening
- Print options
- PostScript, preflighting and Packaging

Creating Acrobat PDF Files

- Prepare PDF Files for Web
- Distribution
- Manage PDF Presets
- Export PDF Files for Printing

