



# Adobe InDesign

Full Day Course



# Topics Covered:

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## Basic Graphic Design Principles

- The Purpose and Process of Graphic Design
- Understanding Page Layout
- Understanding Grids
- Understanding Typography
- Understanding Typefaces
- Understanding Paper
- Putting It All Together

## InDesign Basics

- Starting Adobe InDesign CS3
- Opening an Existing Document
- The Document Window
- Understanding the Document Window
- Understanding Palettes
- Displaying and Hiding Palettes
- Floating and Docking Palettes
- Saving the Workspace
- Navigating a Document
- Zooming a Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving and Closing an Existing Document

## Tools

- Understanding the Tools Palette
- Selecting Tools
- Understanding Frames and Shapes
- Selecting Objects
- Creating Frames and Shapes
- Selecting Text
- Understanding the Line Tools
- Using the Line Tools
- Using the Transform Tools
- Using the Navigation Tools

## Creating Documents

- The Project
- Understanding Documents
- Creating a Blank Document
- Saving a New Document
- Understanding Master Pages
- Creating Ruler Guides
- Setting Document Bleed and Slug
- Changing Screen Views
- Creating Master Pages
- Inserting Auto Page Numbering
- Applying a Master to Pages
- Adjusting Column Guides

## Text

- Creating Text Frames
- Creating Text Frames
- Threading Text Frames
- Assignment Threading Text Frames
- Typing Text in Text Frames
- Importing Text from a Word Document
- Importing Word Documents
- Editing Text in Place
- Editing Text Using the Story Editor
- Using Glyphs

## Formatting Text

- Applying a Typeface and Type Style
- Changing Font Size and Leading
- Changing the Vertical Text Alignment
- Changing the Horizontal Text Alignment
- Applying an Indent
- Applying a First Line Indent
- Adjusting Kerning
- Adjusting Tracking
- Setting Tabs
- Setting Drop Caps
- Applying Subscript or Superscript to Text
- Creating a Bulleted List

## Graphics

- Understanding File Formats
- Placing Graphics
- Placing Graphics
- Fitting Graphics
- Positioning Graphics within a Frame
- Using Adobe Bridge to Place Graphics
- Using the Links Palette
- Placing InLine Graphics
- Embedding Graphics
- Creating a Clipping Path
- Applying Text Wrap
- Adjusting Text Wraps
- Creating a Caption
- Changing Display Performance

## Layers

- Understanding Layers
- Understanding the Layers Palette
- Creating a Layer
- Assigning Objects to Layers
- Naming and Colouring Layers
- Hiding and Viewing Layers
- Reordering Layers

## Colour

- Understanding Colour Terminology
- Creating and Adding Process Colours
- Creating Spot Colours
- Applying Fill Colour
- Applying Stroke Colour
- Creating a Tint
- Creating a Gradient
- Removing Colour

## Objects

- Understanding Objects
- Creating Objects
- Modifying Objects
- Creating Objects
- Creating Objects Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Aligning and Distributing Objects
- Creating an Outline
- Placing Graphics in an Outline

## Formatting Objects

- Applying Corner Effects to an Object
- Applying a Drop Shadow to an Object
- Applying Transparency to an Object
- Applying Feathering to an Object
- Using the Eyedropper Tool
- Creating a Snippet
- Inserting a Snippet
- Inserting Snippets

## Styles

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating a Style from Existing Formatting
- Applying Paragraph Styles
- Applying Paragraph Styles I
- Applying Paragraph Styles II
- Editing Styles
- Creating Object Styles
- Applying Object Styles

## Tables

- Understanding Tables
- Creating a Table
- Selecting Tables and Table Cells
- Entering Text in Table Cells
- Deleting a Table and Table Contents
- Importing a Microsoft Excel Table
- Adjusting a Table
- Formatting Text in a Table
- Aligning Text in Table Cells
- Applying Colour to Tables

## Preparing For Printing

- Running a Pre-flight Check
- Printing a Document
- Defining a Print Preset
- Understanding Ink Handling Terms
- Adjusting OverPrint and Trap Settings
- Creating a Postscript File
- Exporting A PDF
- Soft-Proofing
- Packaging a Document



# Course Details:

**Duration:** 1 Full Day

## Who should attend?

The skills and knowledge acquired in Adobe InDesign Version CS3 are sufficient to be able to use and operate the software at an efficient level to create publications and like. The content has been mapped to the National Training Package unit ICPPP324A Create pages using a page layout application. Adobe InDesign Version CS3 is designed for users who are keen to learn and use this powerful page layout software to create high quality, attractive publications.

## Course Pre-requisites:

Adobe InDesign Version CS3 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Course Outcomes:

At the completion of Adobe InDesign Version CS3 you should be able to:

- understand basic graphic design principles
- work with the features in the InDesign design window
- select and work with tools
- create new documents
- add text to a document
- format text using a variety of techniques
- add graphics to a document
- create and work with layers
- work with and apply colour
- create and work with objects
- apply a range of formatting techniques to objects
- create and apply styles
- create and work with tables
- prepare your document for printing

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

## Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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