



Adobe InDesign

Full Day Course



Topics Covered:

InDesign Basics

- Starting Adobe InDesign CS5
- Opening an Existing Document
- The InDesign Workspace
- Understanding Panels
- Navigating a Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving and Closing a Document

Tools

- Understanding the Tools Panel
- Understanding Frames and Shapes
- Selecting Objects
- Selecting Text
- Using the Transform Tools

Creating Documents

- Understanding Documents
- Setting Document Bleed and Slug
- Creating a Blank Document
- Understanding Master Pages
- Inserting Page Numbers
- Adjusting Column Guides

Text

- Creating Text Frames
- Threading Text Frames
- Typing Text into Text Frames
- Importing Word Documents
- Editing Text in Place
- Using Special Characters

Graphics

- Understanding File Formats
- Placing Graphics
- Fitting Graphics
- Positioning Graphics with a Frame
- Using the Link Panel
- Creating a Clipping Path
- Applying Text Wrap
- Adjusting Text Wrap
- Creating a Caption
- Changing Display Performance

Colour

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

Objects

- Understanding Objects
- Creating Objects
- Modifying Objects
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Understanding the Gap Tool
- Aligning and Distributing Objects
- 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
- Using the Eyedropper Tool

Styles

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

Tables

- Understanding Tables
- Creating a Table
- Selecting Tables and Table Cells
- Entering a Text in a table Cell
- Deleting a Table and Table Contents



Course Details:

Duration: 1 Full Day

Who should attend?

The skills and knowledge acquired in Adobe InDesign Version CS5 are sufficient to be able to use and operate the software at an efficient level to create publications and like. Adobe InDesign Version CS5 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 CS5 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 CS5 you should be able to:

- 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
- 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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