

ADOBE INDESIGN BASICS

Course Outline

Adobe InDesign is the leading industry standard for designing publication layouts with graphics and typography.

This course introduces the program at a beginner level by covering the InDesign Environment, Tools and Palettes, Shapes and Colours, Swatches and Gradients and Exporting PDF's. Also introduces Layers, Text, Masters, Graphics and Layouts and Effects.

At Ultra Imagery we are flexible in regards to your learning needs the day can be tailored as required. As a result some items in the course profile may change.

Prerequisites Students should be competent computer users and be familiar with operating systems and use of files and folders.

Duration 1 Day 9:30am - 4:30pm

Where Your business premises
or Stanmore Bay, Whangaparaoa

Cost \$375 +gst

Includes course notes and a certificate of completion.

Flexible Adobe training to
suit your needs!
Benefit from
One on one tuition
small groups,
Our place or yours

Setting Up

- The InDesign Environment
- Working with Rulers & Guides
- The Toolbox
- Setting preferences
- Starting a new document
- Document Navigation
- Changing document settings

Drawing Introduction

- Drawing Objects with InDesign
- Adding Fill and Stroke to Objects

Layers Introduction

- Working with layers
- About the Layers palette
- Creating layers and specifying layer options

Text Introduction

- Adding Text
- Editing Text

Graphics Introduction

- Graphics - An Overview
- Working with Inline Graphics
- Working with Independent Graphics

Printing and PDF's

- Printing a document
- Exporting a document to Adobe PDF

Text Advanced

- Changing margin and column settings
- Using the Selection Tool with Text
- Advanced Character Formatting
- Working with Bulleted and Numbered
- Lists
- To view hidden (non-printing) characters

Masters Introduction

- Using Master Pages

Styles Introduction

- Creating Styles

Adding Flair with Effects

- Adding Corner Effects
- Adding Drop Shadows

Graphics and Layout

- Using Text Wrap

INDESIGN ADVANCED

Course Outline

Adobe InDesign is the leading industry standard for designing publication layouts with graphics and typography.

This course is a follow on from the basics covering Advanced Text Formatting, Advanced Tools, Tables, Automation, Colours, Swatches and Gradients and Pre-flighting.

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Prerequisites Students should have prior experience using InDesign.

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Advanced Text Formatting

- Story Editor
- Paragraph Formatting Options
- Working with Tabs
- Indents
- Working with Leading
- Inserting Special Characters
- Adding Jump Lines
- Using Find/Change
- Finding and changing fonts
- Checking spelling

Advanced Tools

- Pen Tool
- Pencil tool
- Smooth tool
- Erase Tool
- Eyedropper Tool
- Scissors tool
- Setting preferences for tools

Tables

- Adding text to a table
- Adding graphics to a table
- Moving around in a table
- Creating a table from existing text
- Converting tables to text
- Importing tables from other applications
- Embedding a table within a table

Automation

- Styles
- Nested Styles
- Templates

Long Documents

- Books
- Tables of Contents
- Indexes

Colours, Swatches and Gradients

- About spot and process color types
- Using the Swatches palette
- Creating gradients

Preflight

- Performing a preflight check