

## InDesign Introduction

Course duration:	2 day
Course timings:	09.30 – 04.30
Prerequisites:	Delegates should be confident with the Windows environment and experience with a mouse is essential.
Training formats:	Closed course · tailored · 1-2-1 (all instructor led)
Manuals:	Detailed worksheets and information sheets provide support through the course and upon your return to the office

### COURSE CONTENT DAY 1:

#### The InDesign Interface

Using palettes, tools and menus • Creating custom workspaces • Using the Control palette • Using the Navigator palette • Zooming and scrolling • Using context menus

#### InDesign Basics

Creating a new document • Creating and using frames • Selecting frames and contents • Introducing layers

#### Working With Text

Placing text • Selecting and editing text • Handling missing fonts • Working with glyphs • Drag and drop text

#### Formatting Characters

Character-level formatting • Introducing OpenType fonts • Using optical kerning • assigning languages • Common keyboard shortcuts

#### Formatting Paragraphs

Paragraph-level formatting • Choosing a composer • Basic H&J options • Using the Eyedropper tool • Creating drop caps

#### Working With Styles

Character and paragraph styles • Creating styles • Editing and applying styles • Introducing nested styles • Removing style formatting

#### Importing Graphics

Different file formats • Placing graphics • Manipulating graphics • Understanding fitting options • PSD and PDF layer options

#### Combining Text And Graphics

Wrapping text around graphics • Introducing snippets

#### Understanding Colour

Spot and process colours • Loading swatches • Working with swatches • Using stroke and fill options • Creating tints

#### Questions And Answers

## **InDesign Introduction continued....**

### **COURSE CONTENT DAY 2:**

#### **Laying Out Pages Accurately**

Using rulers, grids and guides • Using the Info palette • Creating grids • Working with layers

#### **Creating Multi-Page Documents**

Using the Pages palette • Targeting pages and spreads

#### **Editing Copy**

Using the Story Editor • Using Find/Change • Using the Spell Checker

#### **Introducing Transparency**

Creating drop shadows • Feathering edges • The Flattener Preview palette

#### **Finessing Text Content**

Linking and unlinking frames • Flowing text through frames • Multi-column text frames • Setting text frame options • Document baseline grids • Frame-based baseline grids • Redefining styles • Hanging punctuation • Using special characters • Viewing composition options

#### **Working With Master Pages**

Master page guidelines • Creating and editing masters • Applying master pages • Auto-numbering pages • Basing one master on another • Overriding master objects • Reapplying master objects

#### **Combining Text And Graphics**

Image import options • Images with clipping paths • Creating a new clipping path • Removing image backgrounds • Editing clipping paths • Tolerance and threshold options • Advanced text wrap options

#### **Transforming Objects**

Scaling objects vs. contents • Transforming objects • Grouping and ungrouping

#### **Exporting And Printing**

Exporting as a PDF • Performing a pre-flight check • Packaging files for handoff

#### **Questions And Answers**