



InDesign Essentials | Course Overview

COURSE DESCRIPTION

Adobe InDesign allows you to create a diverse range of print and digital materials with the only limitations being your knowledge! We ensure you get up to speed quickly by using clear and concise exercises that illustrate both InDesign's abilities and best practices relating to design and typography.

Begin with single page examples such as ads and flyers, then progress to multi-page documents such as brochures, newsletters and magazine layouts which demonstrate the features that replace repetitive tasks and are a must for effective editing and updating of your design files. You will learn the use of the newest tools and techniques available in InDesign CC 2015.



WHAT YOU WILL LEARN

During the 2 day InDesign course, the following topics are covered:

- InDesign's Interface & Preferences, Document Setup & Navigation, Document Shortcuts
- Working with Text including Styles, Working with Objects, including images
- Working with Colour for digital and offset printing, Creating Master Pages
- Designing Forms, Creating Tables, Importing Graphics
- Automation & Troubleshooting, Preparing for Print & Exporting PDFs

~~\$720~~ **\$630** (+GST)
2 DAYS | 9-4:30PM

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Premium training for visual communication

Providing quality training since 1989 to the publishing, design, marketing, print and web industries. Join us in Sydney, Brisbane, Canberra & Melbourne.



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Sydney, Melbourne, Brisbane and Canberra

Course outline

INDESIGN OVERVIEW

- InDesign Versions
- InDesign on the Mac or PC
- Efficiently using dialogue boxes and fields

THE INDESIGN INTERFACE

- The Start Workspace
- InDesign document / file types
- Setting application & document preferences
- Changing the interface brightness
- Application bar
- Using the control panel
- Context sensitive panels
- Tools overview
- Displaying and selecting hidden tools
- The dock
- Tabbed windows / multiple documents
- Using panels
- Resizing and docking panels
- Customising and saving workspaces
- Viewing defaults / fit in window / 100%
- Using the status bar
- Contextual menus
- Keyboard shortcuts and assigning shortcuts
- Using the help menu
- CC Libraries

INTRODUCTION DOCUMENTS

- Selecting objects
- Control panel reference points
- Zooming, panning and document navigation with tools and shortcuts
- Moving objects
- Resizing, frames
- Navigating text
- Selecting text: click and drag, multiple clicks and keyboard shortcuts

DOCUMENT STRUCTURE

- Margins, columns, gutters bleed and slug
- The pasteboard
- Page guides
- Smart Guides
- Smart Cursor
- Showing and hiding hidden characters
- Screen modes: normal, preview, bleed, slug & presentation

CREATING NEW DOCUMENTS

- Best practices
- Organising your files
- The new document dialogue box
- Document presets
- Document intent
- Facing pages
- Master text frame
- Page size
- Columns and gutters
- Bleed & slug
- Creating and setting up documents
- Saving document presets

WORKING WITH IMAGES

- Placing Images
- Image file formats
- Understanding resolution
- Info panel
- RGB & CMYK
- Modifying placed images
- Fitting images using menus and control panel buttons
- Resizing images proportionally
- Positioning images inside frames
- Managing links
- The links panel
- Display performance

WORKING WITH TEXT

- The type tool
- Adding text to a page: typing, copying and pasting, placing (importing)
- Character formatting using the control panel
- Choosing fonts
- Typekit fonts
- Filtering fonts
- Adjusting leading (line spacing)
- Paragraph formatting using the control panel
- Paragraph alignment
- Choosing text colour
- Resizing text frames
- Overset text
- Working with the glyph panel

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EYEDROPPER TOOL

- Colour theme tool
- Copying font styling with the eyedropper tool
- Copying object styling with the eyedropper tool

COLOUR BASICS

- Creating a new colour swatch
- Applying a colour to an object
- Applying a colour to a stroke
- Sampling colour from an image
- Printing and colour
- Offset and digital printing
- Creating colour groups

WORKING WITH FRAMES

- Text frame options
- Text inset
- Multiple columns in a text frame
- Text span across columns
- Working with the glyph panel
- Persistent text frame fitting options

THREADING TEXT FRAMES

- Manual text threading
- Semi-autoflow text threading
- Autoflow text threading
- Fixed-page autoflow text threading
- Text import options

PLACING MULTIPLE IMAGES

- Selecting multiple images in the place menu
- Placing multiple images one at a time
- Placing multiple images in a grid

OBJECT BASICS

- Creating frames rectangle / ellipse / polygon
- Rectangle frame tool vs rectangle tool
- Creating multiple objects
- Gridify
- Corner options
- Grouping objects

PUBLISHING

- Live preflight
- Using the preflight panel

- Fixing missing links
- Correcting colour space errors
- Spot colours
- Image resolution errors
- Font errors

PACKAGING

- Packaging a document
- The package dialogue boxes
- Viewing package contents
- Before you publish
- Export formats
- Exporting to a high resolution pdf
- The pdf presets in depth
- Preflighting in Acrobat Pro

PARAGRAPH STYLES PREVIEW

- Styles overview
- Applying a paragraph style
- Editing a paragraph style

LAYERS

- Working with layers
- Naming layers
- Adding / deleting layers
- Duplicating / deleting / merging layers
- Layer options
- Expanding layers to view contents
- Selecting objects via the layer panel
- Locking / unlocking layers
- Locking / unlocking objects via the layer panel
- Show / hide layers
- Show / hide objects via the layer panel
- Moving content to different layers
- Editing groups via the layer panel

MULTI-PAGE DOCUMENTS

- Best practice workflow
- The pages panel
- Adding pages
- Creating multi-page documents
- Navigating the document through the pages panel
- Navigating the document with shortcuts
- Importing Word documents
- Import options
- Using the find / change dialogue box
- Find / change backwards

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MASTER PAGES

- Master pages overview
- Creating master pages from scratch
- Creating master pages from document pages
- Applying master pages to document pages
- Editing master pages
- Overriding master page items
- Removing local overrides
- Automatic page numbering

ADVANCED TEXT FORMATTING AND STYLES

- Paragraph styles
- Character styles
- Creating paragraph styles
- Creating character styles
- Organising styles
- Spanning text across columns
- Splitting text across columns
- Inserting break characters
- Inserting special characters
- Dropped capitals
- Nested styles
- Using paragraph rules
- Bulleted / numbered lists
- Editing bulleted / numbered lists
- Using the glyphs panel

TABS

- Setting Tabs
- Tab types
- Leaders

WORKING WITH OBJECTS

- Grouping objects
- Selecting a group
- Selecting an object within a group
- Groups in the layers panel
- Clipping paths
- Object effects
- Applying effects to different parts of the object
- Transparency and blend modes
- The gradient feather tool
- The effects panel
- Scaling effects
- The stroke panel
- Using the align panel
- Creating and editing gradients

TEXT WRAP

- Text wrap options
- Text wrap spacing
- Ignoring text wrap

TABLES

- Creating tables
- Importing data files
- Converting text to tables
- Formatting tables
- Table setup
- Row / column stroke options
- Cell fill options
- Headers and footers
- Cell options
- Changing column widths

"It's wonderful to have the creativity and efficiency of InDesign at your finger tips. I feel I have a strong understanding of the program in such little time."

*Emma, Communications
Project Officer*

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