



Adobe InDesign Training Courses Sydney, Melbourne, Brisbane, Onsite and ONLINE

InDesign Lite | Course Overview

COURSE DESCRIPTION

Need to learn the foundations of Adobe InDesign but don't need to learn the whole program? This course (either online or face-to-face) is ideal for those who will be creating and editing smaller documents only (one or two pages). Learn best practices for setting up your documents, working with images, formatting text and preparing your files for print or exporting to PDF. Exercises include creating stationery, flyers and ads. If you need to produce multi-page documents such as newsletters, catalogues, magazine layouts, brochures, fact sheets etc, then the two day InDesign Essentials course, which is more in-depth, covers those features necessary to accomplish those processes.



WHO SHOULD ATTEND

- People who will only be using InDesign a few times a month
- People who will be working on small documents (one and two page layouts) only
- People who will be mainly editing documents i.e. not having to create or set up themselves.

PREREQUISITE

Students should have a strong working knowledge of either Mac or Windows.


~~\$540~~ **\$445** (+GST)
1 DAY | 9-4:30PM

Please visit our website for enquiries and bookings:
www.cd.com.au
www.facebook.com/citydesktop

city
desktop training

www.cd.com.au
info@cd.com.au
1300 441 891



 **AUTHORISED**
Training Centre

Why train with us?

- Certified trainers
- 4 city locations
- Mac and PC*
- Free course resit*
- Free after-course support*

*Conditions apply

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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Course Outline

THE INDESIGN INTERFACE

- Operating Systems, Versions, Menus and Shortcuts
- Dialogue Boxes & Panels – Efficiency Tips
- The Start Workspace
- File Types
- The InDesign Interface at a Glance
- InDesign Preferences
- InDesign Panels
- InDesign Workspaces
- The Tools Panel
- The Control Panel
- Using InDesign Help
- The Pasteboard
- The Context Menu
- Zooming and Scrolling
- Adding and Navigating Pages
- Display Performance
- Document Tabs
- Control Panel Reference Points
- Selecting Frames and Moving
- Resizing Frames
- Selecting Text
- Hidden Characters
- Screen Modes
- Undoing, Redoing and Reverting
- Saving files

CREATING DOCUMENTS

- Best Practice Workflow
- Colour – RGB versus CMYK
- New Document Dialogue at a Glance
- Page Margins and Margin Guides
- Columns
- Bleeds
- Page Sizes
- Modifying the Document Setup
- Modifying Margins and Columns
- Creating a Document Preset
- Document Rulers
- Ruler Guides
- Smart Guides
- Creating and using Template files
- Adding and Deleting pages

ADDING TEXT AND GRAPHICS

- Working with Text
- Making the Frame Fit the Text
- Selecting Text
- Adding Placeholder Text
- Placing Text Files
- Importing Images
- Resizing Images and Frames
- Fitting Images
- Positioning an Image Within the Frame
- Placing Multiple Images
- Placing Multiple Images in a Grid (Gridify)
- Creating Shapes
- Corner Effects
- Rotating Text, Images or Shapes
- Grouping Objects
- Stacking objects

WORKING WITH TEXT FRAMES

- Text Frame Indicators
- Text Frame Options
- Threading Text Frames
- Text Flow
- Import Options for Placing Text
- Using Glyphs
- Inserting Break Characters

FORMATTING TEXT

- Formatting Text
- Character Formatting
- Selecting a Type Face and Type Style
- Setting Type Size
- Leading / Line Spacing
- Kerning and Tracking
- Capitalisation
- Superscript or Subscript Characters
- Underline and Strikethrough
- Baseline Shift
- Paragraph Formatting
- Paragraph Alignment
- Space Before or After
- Indenting Text
- Hyphenation
- Applying Colour to objects
- Creating a New Swatch
- Editing Swatches
- The Eyedropper tool

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PARAGRAPH AND CHARACTER STYLES PREVIEW

- Paragraph Styles
- Applying Paragraph Styles
- Editing Paragraph Styles

USING GRAPHICS AND LINKS

- Graphic Formats
- Resolution
- Managing Links (linked assets)

PUBLISHING

- Preflighting Documents
- Preflight Errors
- Defining Export Format
- Producing PDF Files for Approval and Screen Use
- Exporting to a High Resolution PDF
- Packaging a Document InDesign

"City Desktop
Training took
me from zero
knowledge to
really enjoying
building my
new skills. This
course will be
very useful in
my work. Thank
you!"

Tori, Public Servant

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