

**Adobe InDesign Introduction / Intermediate - 2 days**



InDesign combines powerful type, graphics and printing controls with an ability to work seamlessly with Illustrator and Photoshop. As well as offering controls common to other page layout programmes it contains many advanced features which will not be found elsewhere.

Students attending should already be familiar with the Macintosh or Windows operating system.

**Basic Graphic Design Principles**

- The Purpose And Process Of Graphic Design
- Understanding Page Layout
- Understanding Grids
- Understanding Typography
- Understanding Typefaces
- Understanding Paper
- Putting It All Together

**InDesign Basics**

- Starting Adobe InDesign
- Opening An Existing Document
- The Document Window
- Understanding The Document Window
- Understanding Palettes
- Displaying And Hiding Palettes
- Floating And Docking Palettes
- Saving The Workspace
- Navigating A Document
- Zooming A Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving And Closing An Existing Document

**Tools**

- Understanding The Tools Palette
- Selecting Tools
- Understanding Frames And Shapes
- Selecting Objects
- Creating Frames And Shapes
- Selecting Text
- Understanding The Line Tools
- Using The Line Tools

**Creating Documents**

- The Project
- Understanding Documents
- Creating A Blank Document
- Saving A New Document
- Understanding Master Pages
- Creating Ruler Guides
- Setting Document Bleed And Slug
- Changing Screen Views
- Creating Master Pages
- Inserting Auto Page Numbering
- Applying A Master To Pages
- Adjusting Column Guides

**Text**

- Creating Text Frames
- Assignment Creating Text Frames
- Threading Text Frames
- Assignment Threading Text Frames
- Typing Text In Text Frames
- Importing Text From A Word Document
- Assignment Importing Word Documents
- Editing Text In Place
- Editing Text Using The Story Editor
- Using Glyphs

**Formatting Text**

- Applying A Typeface And Type Style
- Changing Font Size And Leading
- Changing The Vertical Text Alignment
- Changing The Horizontal Text Alignment
- Applying An Indent
- Applying A First Line Indent
- Adjusting Kerning
- Adjusting Tracking
- Setting Tabs
- Setting Drop Caps
- Applying Subscript Or Superscript To Text
- Creating a Bulleted List

### **Graphics**

- Understanding File Formats
- Placing Graphics
- Assignment Placing Graphics
- Fitting Graphics
- Positioning Graphics Within A Frame
- Using Adobe Bridge To Place Graphics
- Using The Links Palette
- Placing InLine Graphics
- Embedding Graphics
- Creating A Clipping Path
- Applying Text Wrap
- Adjusting Text Wraps
- Creating a Caption
- Changing Display Performance

### **Layers**

- Understanding Layers
- Understanding The Layers Palette
- Creating a Layer
- Assigning Objects To Layers
- Naming And Colouring Layers
- Hiding And Viewing Layers
- Reordering Layers
- Understanding Colour Terminology
- Creating And Adding Process Colours
- Creating Spot Colours
- Applying Fill Colour
- Applying Stroke Colour
- Creating A Tint
- Creating A Gradient
- Removing Colour

### **Objects**

- Understanding Objects
- Creating Objects
- Modifying Objects
- Assignment Creating And Modifying Objects
- Creating Objects Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Aligning & Distributing Objects
- Creating An Outline
- 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
- Applying Feathering To An Object
- Using The Eyedropper Tool
- Creating A Snippet
- Inserting A Snippet
- Assignment Inserting Snippets

### **Styles**

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating A Style From Existing Formatting
- Applying Paragraph Styles
- Editing Styles
- Creating Object Styles
- Applying Object Styles

### **Tables**

- Understanding Tables
- Creating A Table
- Selecting Tables And Table Cells
- Entering Text In Table Cells
- Deleting A Table And Table Contents
- Importing A Microsoft Excel Table
- Adjusting A Table
- Formatting Text In A Table
- Aligning Text In Table Cells
- Applying Colour To Tables

### **Preparing For Printing**

- Running A Preflight Check
- Printing A Document
- Defining A Print Preset
- Understanding Ink Handling Terms
- Adjusting OverPrint And Trap Settings
- Creating A Postscript File
- Exporting A PDF
- Soft Proofing
- Packaging A Document