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TRAINING

## InDesign Migration

**Duration:** 1 day

**Prerequisites**

Some experience of desktop publishing packages such as PageMaker or QuarkXpress

This one day InDesign Migration training course is designed for delegates who already have some page layout experience, with either Adobe PageMaker or QuarkXpress.

### Objectives

After this InDesign Migration training course, delegates will:

- Be able to convert old documents to InDesign documents
- Know how to use master pages
- Know how work with layers and frames
- Be able to design a professional document with text styles and use the graphical tools

### Course Content

#### Adobe InDesign User Interface

- Similarities with Illustrator and Photoshop
- Converting legacy Quark documents
- Setting up a Workspace
- Zooming and navigating
- Visual aids—guides, etc
- Setting preferences
- Unlimited Undo and Redo
- Customising shortcuts

#### Document creation

- Setting up a new document
- Master pages and page numbering
- Documents and templates
- Creating Frames
- Selecting frames and contents
- Working with Layers

#### Text handling

- Placing text
- Linking text frames
- Text selection methods
- Using the Story Editor
- Using the Info palette
- Formatting text using the Control Palette
- Using the Glyphs palette

continued...



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Related Courses

**InDesign:** 2 days

**Illustrator:** 2 days

**Photoshop:** 2 days

**QuarkXPress:** 2 days

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## InDesign Migration (continued)

**Duration:** 1 day

### Prerequisites

Some experience of desktop publishing packages such as PageMaker or QuarkXpress

### Working with Styles

- Character and paragraph styles
- Creating styles
- Editing and applying styles
- Introducing nested styles
- Removing overrides
- Organising styles using Style Groups
- Working with Colour
- Creating Spot and Process Colours
- Fill and Stroke
- Sampling Colours
- Creating and applying gradients
- Using Transparency Effects

### Working with Graphics

- Placing Graphics
- Dragging and dropping from Bridge
- Fitting Options
- Applying Text Wraps
- Scaling and cropping
- Effective ppi
- Managing Links

### Output

- Printing options
- Packaging and Preflighting
- PDF Export



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### Links

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