

Adobe In-Design

Duration: 2-days

Price: £445 + vat

The Adobe InDesign Introduction course is suitable for those with no previous experience of the software or those who are self taught. Familiarity with the operating system and the keyboard is a course prerequisite.

You will learn how to produce documentation from design concept right through to output. You will gain a comprehensive understanding of features and processes involved in producing effective documentation.

Course Content:

Introduction

- Introduction to the interface
- Creating and saving workspaces
- Overview of the toolbox
- Document setup
- Specifying page attributes
- Setting margins and columns
- Adjusting document setup
- Setting preferences
- Using ruler guides
- Using x and y references
- Locking a point in the proxy box
- Showing hidden characters
- Creating shapes
- Resizing, repositioning & rotating

Text frames

- Specifying frame options
- Text frame properties
- Frame alignment options
- Fitting content to a frame
- Changing a frames content
- Locking and unlocking
- Grouping and ungrouping
- Magnification and views
- Placing text files
- Linking and unlinking text frames
- Introduction to typography

Typographic terms

- Typeface, style and size
- Leading and spacing
- Formatting paragraphs
- Creating bulleted and numbered lists
- Setting rules and drop caps

Kerning and Tracking

- Text Frame Options
- Paragraph Rules
- Hyphenation
- Justification
- Spanning, Splitting and balancing columns

Styles

- Applying style sheets
- Modifying style sheets
- When to use paragraph or character styles
- Creating Object Styles

Working with Images

- Importing graphics
- Bridge & Mini Bridge
- Images formats
- Resizing graphics
- Use of the gap tool
- Use of auto fit
- Link to files
- Editing and updating original files
- Placing multiple images at once
- Checking resolution and colourspace

Document

- Layout techniques
- Setting a text wrap
- Duplicating objects
- Step & repeat
- Duplicating objects in multiple grid
- Using arrangement options
- Master pages
- Creating different size pages within same document
- Creating, applying and modifying master pages
- Inserting automatic page numbering

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Document continued...

- Working with colour
- Using the colour panel
- Applying colour to objects and text
- Stroke and fill options
- Swatches panel
- Specifying a pantone colour
- Spot and process colour
- Customising the swatches Panel
- Gradient panel
- Using the gradient tool
- Creating graduated blends
- Adding and deleting colours
- Using effects

Output

- Preparing documents for print
- Saving InDesign files
- Printing InDesign files
- Creating PDF files for print and web

Prerequisites

All delegates must be confident with Windows or Macintosh environments, including creating, moving and deleting files and folders.

Silicon Beach Training recommends that all delegates familiarise themselves with the InDesign interface before attending.

Trial software can be downloaded from <http://www.adobe.com/uk/downloads/#printpub>