

Introduction to Adobe InDesign

Introduction



Course Objectives

- Create, modify and import text and graphic frames
- Use master pages and guides
- Define colours and swatches and apply them to fills and strokes
- Apply character and paragraph formatting
- Place and manage graphics, text wrap and layers
- Apply transparency effects to objects and work with transparency flattener settings
- Create sophisticated tables
- Prepare documents for handoff to commercial printers
- Create Acrobat PDF files for the Web and for print

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

None

Manual

Manuals can be arranged with prior notice for a small fee.

Course Outline

InDesign Environment

- InDesign Environment Elements
- Document Navigation

Basic Documents

- Document Setup
- Creating Text
- Working with Graphics
- Creating Masters
- Applying Masters
- Importing and Threading Text

Colors, Swatches, and Gradients

- Colours and Swatches
- Gradients
- Applying Fills and Strokes to Frames and Type

Formatting Type

- Character Formatting
- Paragraph Formatting
- Styles
- Text Inset Spacing

Graphics and Layout

- Placing and Manipulating Graphics
- Text Wrap
- Layers

Transparency

- Applying Transparency
- Transparency Effects and Blending Modes
- Printing with Transparency

Using Tables

- Creating Tables
- Formatting Tables

Creating Acrobat PDF Files

- PDF Files for the Web
- PDF Presets
- PDF Files for Printing