



computer graphics training

# Introduction to Adobe InDesign

Introduction – Two Days

## DAY ONE

### The InDesign Environment

#### Introduction

InDesign Environment Elements  
Document Navigation

#### Basic Documents

Introduction and Document Setup  
Creating Text  
Working with Graphics

#### Master Pages

Introduction  
Creating Masters  
Applying Masters

#### Working With Text

Introduction  
Formatting Text  
Importing and Threading Text  
Changing Text Threads

#### Colours and Swatches

Introduction  
Colour Overview  
Colours, Swatches, and Gradients  
Gradients  
Applying Fills and Strokes to Frames and Type

#### Formatting Type

Introduction  
Character Formatting  
Paragraph Formatting  
Using Styles  
Text Spacing

#### Graphics and Layout

Introduction  
Placing and Manipulating Graphics  
Text Wrap  
Opening Files of Other File Types

#### Preparing for Print

Introduction  
Commercial Printing Overview  
Pre-flighting and Packaging Files

#### Discussion Session

## DAY TWO

### Day One Refresher

#### Transparency

What is Transparency  
Applying Transparency  
Transparency Effects and Blending Modes  
Printing with Transparency

#### Using Tables

Why use tables - Introduction?  
Creating Tables  
Formatting Tables

#### Text Manipulation & Flow Control

Introduction  
In-line Graphics  
Composition, Hyphenation, and Justification  
Tracking and Kerning  
Scaling Text

#### Page Elements and Graphics

Introduction  
Item Duplication  
File Formats  
Libraries

#### Exporting

Saving as an EPS or PDF  
Extracting Text

#### Print Settings

Creating and Saving Printer Styles

#### Fixing Fonts and Image Links

#### Working with Layers and Stacking Order

#### Working with Transparency

#### Third-Party Plug-Ins

What is a Plug-in  
How to obtain plug-ins

#### Useful Short-cuts

Hanging Indent  
Inserting Special Characters

#### Real-world examples hands-on

#### Course Overview

#### Discussion Session

Adobe InDesign is a robust and easy-to-use design layout application. You can create newsletters, brochures, mailers, advertisement or any other kind of document. It works seamlessly with Photoshop and Illustrator, providing an integrated design environment. It can also open files previously created in QuarkXPress and PageMaker files.

In this course you will use InDesign to import, copy and combine text and graphics as you create layouts for the type of document you need.

Course prerequisites: Basic knowledge of systems (mac/pc).

Recommended duration: 2 or 3 days

All courses can be customised to suite the individual requirements and are "workshop style" rather than classroom.

Courses include lunch, free pre-training analysis, post-training support and course notes when appropriate.

For more information contact the us on 01732 832576.

#### Courses that can be combined with this software include:

Adobe Creative Suite  
Adobe Illustrator  
Adobe Photoshop  
Adobe Acrobat  
Microsoft Office  
Scanning for Professional Results  
Design Skills for the Non-Designer

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