



Adobe InDesign Introduction - 1 Day

The Interface

Using tools, palettes and contextual menus, Customising keyboard shortcuts, Changing view sizes and navigating through a document

Creating documents

Creating a new document, Using guides, rules and grids, Changing defaults and preferences

Creating Objects

Selecting moving and duplicating objects, The Selection and Direct selection tools, Using the transform palette, Changing the size, proportions or orientation of an object,

Working with Text

Importing text, Text frame options, Threading text frames, Character and paragraph formatting, Using the eyedropper tool, Creating and applying paragraph and character styles

Graphics

Understanding graphic formats, Placing vector and bitmapped graphics, Fitting graphics in frames, Placing PDF files, Managing links, Wrapping text around graphics

Colour

Understanding spot and process colour, The swatches palette using swatch libraries, Creating tints and gradients, Applying colour to fills and stokes, Using the gradient tools on fills, strokes and text.

Working with Objects

Using layers, Stacking objects, Duplicating objects, Aligning and distributing objects

Tables

Adobe InDesign Advanced - 1 Day

Master Pages

Creating masters and based on masters, Adding automatics page numbering, Creating sections, Working with master page objects

Libraries

Creating, indexing and using InDesign libraries

Transparency

Specifying transparency, Selecting blending modes, Adding drop shadows and feathering

Tables

Creating, editing and formatting tables

Working with Tables

Creating tables, Adding text and graphics, Importing from Word and Excel, Editing tables, Running headers and footers, Formatting tables

Advanced Type Formatting

Importing styles from MS Word, MS Word Import presets, Applying complex nested styles, Creating balanced headline text, Adding rules above or below, Controlling paragraph breaks, Working with composition, Advanced hyphenation controls, Advanced justification controls, Preventing word breaks, Advanced Next Style options, Clearing formatting overrides, Creating Footnotes, Frame-based Baseline grids, Automatic bullets or numbering

Combining Text & Graphics

Creating object styles, Justifying text next to an object, Anchoring objects, Advanced text wrap options, Sharing Colour Swatches across applications, Importing multi-page PDFs, Layer visibility options for imported PSD and PDF files

Working with Pages & Spreads

Creating multiple-page spreads, Copying pages between documents, Controlling spread pagination, Automatic layout adjustment

Advanced Colour Options

Creating mixed ink swatches, Converting mixed inks, Using PSD spot-colour channels, Working with colours from EPS or PDF files, Converting imported spots

Drawing in Adobe InDesign

Using the Pencil, Smooth and Erase tools, Drawing with the Pen

tool, Adjusting path segments, Using the Scissors tool, Working with stroke styles, Applying corner effects, Creating and editing compound paths, Shape-to-shape conversions, Using Transform Again options

Using Libraries & Snippets

Working with object libraries, Updating library objects, Cataloguing and finding objects, Working with snippets

Advanced Transparency Options

Output from InDesign