

Adobe InDesign Introduction / Intermediate - 2 days



InDesign combines powerful type, graphics and printing controls with an ability to work seamlessly with Illustrator and Photoshop. As well as offering controls common to other page layout programmes it contains many advanced features which will not be found elsewhere.

Students attending should already be familiar with the basics of using computers.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

1. Introducing InDesign

- The publishing workflow
- The InDesign Interface

2. Palettes, toolbars, menus

- Zooming and moving
- Navigating through a document
- Changing views
- Customising the workspace
- Editing preferences

3. Setting up a document

- Starting a new document
- Defining columns
- Bleed and slug settings
- Facing vs single pages
- Rulers and guides

4. Working with text

- Creating a text frame
- Using placeholder text
- Editing character properties
- Editing paragraph properties
- Editing text frame properties
- Text threading between frames
- Showing text threads

5. Working with images

- Creating a graphic frame
- Changing frame content
- Placing and fitting images
- Vector v. bitmap images
- Linking vs embedding images
- Using live corners
- Understanding Image resolution

6. Resizing and editing graphics

- Transforming graphic content
- Adjusting transparency
- Adding effects
- Understanding blending modes
- Adding feathering

7. Using text wrap

- Wrapping text around images
- Choosing wrapping options
- Editing the wrapping path
- Automatic edge detection
- Inline graphics

8. Creating and applying Colours

- Colour spaces RGB vs CMYK
- Creating colours and tints
- Creating swatches
- Applying colours to objects
- Applying colour to text

9. Creating parent pages

- Setting up parent pages
- Page numbering
- Applying parents to pages
- Re-arranging pages
- Overriding parent-page items

10. Working with layers

- Creating and re-arranging layers
- Placing objects on layers
- Moving objects between layers
- Hiding and locking layers

11. Working with Styles

- Importing and flowing text
- Creating Paragraph styles
- Creating style shortcuts
- Editing imported styles
- Creating Characters Styles
- Using Nested styles
- Line and GREP styles

12. Tables of contents

- Building a Table of Contents
- Editing a ToC
- Creating ToC styles
- Updating ToCs

13. Using Object styles

- Using image captions
- Defining object styles
- Using object styles
- Updating object styles
- Effects and transparency

14. Using Libraries

- Creating libraries
- Adding objects to libraries
- Using library items
- Libraries and other applications
- Using the Creative Cloud app

15. Using Tables

- Creating Tables
- Importing tables
- Formatting tables
- The Table Setup dialogue
- Cell and Table Styles

16. Publishing and PDF

- Sharing and collaborating
- Exporting to PDF
- Interactive vs Print PDF
- Bleed and slug
- Printer marks
- Understanding CMYK output