InDesign CS5 : The Essentials

InDesign is the industry standard DTP package for newsletters, leaflets, magazines, books and posters

Audience

This is an in-depth InDesign course and is for new users or those who are self-taught. Experienced InDesign users will discover many new techniques and hidden tools.

Objectives

At the end of the course delegates will be able to:

- ✓ Setup a new document and work with pages
- ✓ Enter, import and edit text
- ✓ Flow text throughout a document and apply typography tools and techniques
- ✓ Work with colour, creating colour swatches, applying gradients
- ✓ Create and apply styles for document consistency
- ✓ Import images and graphics
- ✓ Flow text around images and objects

Course Content

WORKING ENVIRONMENT

- Interface – Tool Panel
- Document Setup – creating and saving a document
- Workspaces and Panels
- Control Panel
- Ruler guides
- Zooming and Scrolling
- Page Tool

BUILDING PAGES AND WORKING WITH TEXT

- Frames
- Selection techniques
- Moving, resizing objects
- Control and Transform Panels
- Lines
- Edit – Cut, copy, paste and Clear commands
- Smart Guides, Drawing Grids, Gap Tool, Live Corners
- Entering and importing Text
- Highlighting Text
- Text Threads
- Glyphs
- Special characters, white space,

CHARACTER AND PARAGRAPH SETTINGS

- Fonts, size, style
- Leading, Kerning and Tracking
- Indents, paragraph spacing
- Bullet points and lists
- Alignment, aligning to a baseline grid
- Hyphenation
- Options and Breaks
- Text composers
- Paragraph rules

STYLES

- Benefits of using styles
- Creating character styles
- Creating paragraph styles
- Setting parent and child styles
- Applying styles
- Copying Styles
- Document and default styles

IMAGES

- Placing an image – graphic frames
- Importing, resizing and cropping graphics
- Fitting options
- Image Links
- Managing Links
- Using in line graphics
- Wrapping Text around graphics

- Irregular Text Wrap
- Type on a Path
- Clipping paths

OBJECTS

- Understanding Layers
- Stacking Order
- Creating Layers
- Moving objects between layers
- Layer visibility
- Groups
- Aligning and distributing objects
- Object anchors

PAGE PANEL AND MASTER PAGES

- The Page Panel
- Inserting and deleting pages
- Repositioning document pages
- Setting Master Pages
- Add and Delete Master Pages
- Automatic Page Numbering
- Over-riding Master Page Objects
- Applying master pages
- Using hierarchical master pages

PAGE LAYOUTS

- Margins
- Layout Grid
- Custom Guides
- Multi column layouts
- Frame Based columns
- Page Based Columns