

# InDesign - Introduction

## Duration: 2 Days

This course covers the fundamental skills required for creating professional pages with InDesign. Practical projects are used to demonstrate various production scenarios. Delegates will learn how to plan, create and edit a range of documents.

### InDesign Basics

- Using and organising Panels
- Working with the Tabbed interface
- Working with Guides and non-printing elements
- Changing the Unit of Measurement
- Changing View size and navigating a document
- Tool Panel overview
- Saving Documents
- Recovering from mistakes

### Setting up a new document

- Understanding the New Document options
- Working with frames and content
- Placing text and graphics
- Documents and Templates
- Saving files for use with CS3

### Working with text

- Selecting and editing text
- InDesign different Text flow methods
- Applying Character-level formatting
- Applying Paragraph-level formatting
- Dealing with missing fonts
- Using the Story Editor
- Working with special characters

### Working with graphics

- Placing graphics — “Old School”
- Placing graphics from Bridge
- Scaling graphics
- Understanding Frame Fitting Options
- Creating a Text Wrap
- Using images with Clipping Paths

### Working with colour

- Various ways to create colours
- Understanding Fill, Stroke and Stroke weight
- Loading swatches
- Using Kuler

### Using Paragraph and Character Styles

- Paragraph and Character Styles—what’s the difference?
- Creating, applying, and editing Styles
- Loading Styles from another document
- An overview of Nested Styles

### Working with Master Pages

- Why use Master Pages?
- Creating, editing, and applying Master pages
- Auto-numbering pages
- Basing one Master on another
- Overriding Master page objects

### Working with Grids and Guides

- Understanding Baseline Grids
- Aligning text to grids
- Grid strategies
- Create Guides Using the Align panel
- Working with Smart Guides

### Working Efficiently

- Using Layers
- Using the Info Panel
- Using Find/Change
- Setting Preferences
- Creating custom Keyboard Shortcuts

### Working with Effects

- Using Opacity and Blend Modes
- Creating drop shadows & Gradient Feathers
- Preventing Transparency-related printing problems

### Working with Object Styles

- Creating, editing and applying Object Styles
- Combining Object and Paragraph Styles

### Exporting and printing

- Using Live PreFlight
- Exporting as a PDF
- Packaging files for handoff

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### Recommended Further training

- Introduction to Photoshop
- Introduction to Illustrator