



Introduction to Adobe InDesign

(No manual provided. Other manuals can be arranged with prior notice for a small fee.)

Course Objectives

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

- Create, modify and import text and graphic frames
- Use master pages and guides to design a document
- Define colours and swatches and apply them to fills and strokes
- Apply character and paragraph formatting
- Place and manage graphics, text wrap and layers
- Apply transparency effects to objects and work with transparency flattener settings
- Create sophisticated tables
- Prepare documents for handoff to commercial printers
- Create Acrobat PDF files for the Web and for print

Course Outline

InDesign Environment

- InDesign Environment Elements
- Document Navigation

Basic Documents

- Document Setup
- Creating Text
- Working with Graphics
- Creating Masters
- Applying Masters
- Importing and Threading Text

Colors, Swatches, and Gradients

- Colours and Swatches
- Gradients
- Applying Fills and Strokes to Frames and Type

Formatting Type

- Character Formatting
- Paragraph Formatting
- Styles
- Text Inset Spacing

Graphics and Layout

- Placing and Manipulating Graphics
- Text Wrap
- Layers

Transparency

- Applying Transparency
- Transparency Effects and Blending
- Modes
- Printing with Transparency



Using Tables

- Creating Tables
- Formatting Tables

Creating Acrobat PDF Files

- PDF Files for the Web
- PDF Presets
- PDF Files for Printing

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.