

Adobe InDesign Introduction

OBJECTIVES

Utilise Adobe InDesign to create and deliver eye-catching printed documents.

Duration: 1 Day

1. GETTING STARTED

- InDesign Screen
- Document setup
- Setting preferences

2. TEXT FRAMES

- Transform palette
- Text frame options/properties
- Frame alignment options
- Fitting content to a frame
- Change a frames content
- Lock and unlock
- Group and ungroup
- Magnification and views
- Place text files
- Link and unlink text frames

3. INTRODUCTION TO TYPOGRAPHY

- Typographic Terms
- Typeface, style and size
- Leading and spacing
- Formatting paragraphs
- Set rules, drop caps

4. USING TEXT

- Tabs Palette
- Set tabs and leaders
- Check spelling
- Using find and change
- Adjust character attributes
- Create Outlines
- Find and Replace Font
- Typing on a path

5. PAGES PALETTE

- Pages Palette Basics
- Add/Delete & Reorder Pages
- Add/Delete Sections
- Navigating Pages

6. TABLES

- Tables Palette
- Convert, add and Import Tables
- Add Rows and Columns
- Table Palette Options
- Table Colouring Options
- Cell Options, Cell Fill and Stroke

7. COLOURS

- Colours Palette, Swatches Palette
- Gradient Swatches, Gradient Palette
- Applying Colour to Text
- Swatches Vs. Colour Palette
- Pantone Spot Colour, Tint Swatch

8. WORKING WITH IMAGES

- Import graphics
- Images formats
- Resize graphics
- Link to files
- Editing and updating original files
- Compound Paths/Alpha channels

9. OUTPUT, WORKSPACE & PRINTING

- Tiling windows
- Setting margins and columns
- Saving InDesign files
- Commercial printing preparation