



INTRODUCTION TO INDESIGN

COURSE DURATION: 2 days (recommended) or Day 1 only

Day 1 provides a quick start to InDesign, allowing new users to get up to speed not just with simple editing of existing publication and the creation of new layouts.

Day 2 builds on the fundamentals covered in Day 1 to include the creation of multipage publications, the use styles and more advanced typographical controls. Completion of this part of the course will provide an understanding of colour modes, resolution and image sizes and their uses for print and web publications.

PRE-REQUISITES

Experience of using other applications. This is not appropriate as a 'first program'. In order to gain most from Day 2, completion of InDesign Day 1 or existing knowledge of the topics covered in that part of the course would be a distinct advantage.

Course Outline

Day 1

The InDesign Environment

- Workspace overview
- Using the Tool & Controls
- Exploration of the Panels and Palettes
- Using the Info panel

Publications Basics

- Creating and saving documents
- Opening and editing documents
- Laying out pages accurately
- Using rulers and guides

Working with Objects

- Understanding drawing techniques and tools
- Keyboard assistance in creating and manipulation object size and shape
- Selecting objects
- Transforming objects
- Grouping and ungrouping objects
- Determining and changing the stacking order of objects
- Using swatches to stroke and fill objects
- Creating tints
- Wrapping text around objects

Working with text

- Placing, selecting and editing text
- Formatting characters
- Basic typographical controls
- Setting text frame options
- Threading/unthreading frames
- Multi-column text frames
- Using the Spell Checker

Working with graphics

- Creating graphic boxes and picture frames
- Importing graphics
- Manipulating graphics
- Scaling graphic frames
- Scaling frame contents

Basic guidelines for good publication design

- Preparing for print and exporting
- Noticing and correcting problems
- Packaging files for commercial printing
- Exporting as a PDF

CREATIVITY AND EFFICIENCY

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Day 2

The InDesign interface

- Customising workspaces
- Opening existing publications
- Handling missing fonts

Laying out page

- New document options
- Using ruler guides
- Creating text and picture frames
- Saving publications and templates

Manipulating objects

- Transforming objects
- Smart guides and smart spacing
- Using transparency, drop shadows and feathering
- Document baseline grids
- Using snippets and libraries
- Advanced text wrap options

Working with Text

- Paragraph formatting
- Advanced text editing
- The importance of paragraph spacing
- Setting indents and tabs
- Effectively using hyphenation
- Creating drop caps
- Using the Story Editor
- The Find/Change facility
- Using Text Autoflow
- Multi-column text frames
- Working with styles
- Creating styles
- Editing and applying styles
- Redefining styles
- Removing style formatting
- Using the Eyedropper tool for consistent text styling

Graphics and images

- Importing and manipulating graphics
- Image import options
- Understanding RGB and CMYK colour modes and when to use each
- Discussion of image resolutions and sizes
- Using the Info Panel
- When to use fitting options
- Handling images with alpha channels and paths
- Editing clipping paths
- About spot and process colours
- Creating, saving and loading swatches
- Sampling colours from images

Multi-page documents

- Using the Pages panel
- Targeting pages and spreads
- Working with Master Pages
- Master Page guidelines
- Creating, editing and applying Master Pages
- Auto-numbering pages
- Basing one Master on another
- Overriding Master objects
- Reapplying Master objects

Exporting and printing

- Selecting and editing PDF setting
- Using Live PreFlight
- Packaging files for commercial printing

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