



ADOBE INDESIGN - INTRODUCTION

A One Day Course Covers:

1. Introduction

- Introduction to the interface
- Overview of the toolbox
- Document setup
- Specifying page attributes
- Setting margins and columns
- Adjusting document setup
- Setting preferences
- Using ruler guides
- Moving the zero point
- Using x and y references
- Locking a point in the proxy box
- Showing hidden characters
- Creating text frames
- Resizing, repositioning & rotating

2. Text Frames

- Using the transform palette
- Specifying frame options
- Text frame properties
- Frame alignment options
- Fitting content to a frame
- Changing a frames content
- Locking and unlocking
- Grouping and ungrouping
- Magnification and views
- Placing text files
- Linking and unlinking text frames

3. Introduction to typography

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

4. Using text

- Tabs Palette
- Setting tabs and leaders
- Checking spelling
- Using find and change
- Adjusting character attributes
- Creating Outlines
- Find and Replace Font
- Typing on a path

5. Pages Palette

- Pages Palette Basics
- Adding / Deleting & Reordering
- Targeting Vs. Selecting, Island Spreads
- Applying Master Pages, Child Master Page
- Master Items Layers
- Adding Sections, Deleting Sections
- Reordering Pages, Master Overrides,
- Local vs Selected Overrides
- Navigating Pages

6. Tables

- Tables Palette
- Convert /Add and Import Tables
- Selecting Table Cells
- Adding 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

- Importing graphics
- Images formats
- Resizing graphics
- Link to files
- Editing and updating original files
- Compound Paths
- Alpha channels

9. Output & Workspace

- Tiling windows
- Setting margins and columns
- Saving InDesign files

10. Printing