



Objectives

Duration: 2 days

At the end of this course you will be able to edit existing and create new InDesign documents to layout single and multi-page documents.

Prerequisites

Experience of using a computer, keyboard and mouse.

Who Should Attend

This two day course is aimed at new users of InDesign, or those who have had little exposure to this powerful page layout tool and wish to create and edit documents.

Overview

- What is InDesign and how does it fit within the Creative Cloud products?
- Become familiar with the interface by working with menus, panels and workspaces
- Creating your own workspace
- Setting General and Interface preferences
- Find and change text and run a query to find multiple spaces and paragraph returns
- Insert special characters, non-breaking spaces, em and en dashes
- Work with the glyphs panel
- Import a Word file into an existing frame and directly onto the page

Essentials

- Open and close existing InDesign and IDML files
- Use Save, Save As and Export a file
- Create a New file
- Magnification techniques
- Working with the Pages Panel
- Identifying common tools
- Choosing the correct view to work in
- Displaying grids and guides, ruler and hidden characters

Creative Cloud Libraries

- Swap between different libraries
- Create new libraries
- Add text and graphics to a library

Text Editing

- Selecting text
- Cut, copy and paste techniques
- Dynamic spell checking, spell checker and autocorrect

Formatting Text

- Apply local formatting to text and paragraphs
- Work with Adobe Fonts
- Adjust leading values
- Create a drop capital
- Set tabs and indents
- Changing text alignment

Working with Text Styles

- Apply character and paragraph styles
- Create and edit paragraph and character styles
- Add styles to a Creative Cloud library

Editing Objects

- Create and adjust ruler guides
- Locking guides
- Setting page guides
- Manipulating text and graphic frames
- Aligning, distributing and grouping items
- Lock and unlock objects



- Arranging objects (bring to front, send to back)

Working with Images

- Differentiate between the image and the frame
- Manipulate the image within the frame
- Frame Fitting controls
- Importing image files
- Working with the links panel
- Using Adobe Bridge
- Placing multiple files with gridify
- Working with the gap tool

Working with Pages

- Insert, duplicate, rearrange and delete layout pages
- Setting page panel options
- Apply a master page to layout pages

Drawing Tools

- Create and manipulate basic shapes
- Fill and stroke shapes with colour and pre-defined swatches
- Use the pen tool to draw paths and curves
- Create custom shapes using the pathfinder panel
- Use paste into and paste in place

Working with Colour

- Create swatches, solid fill, gradient and tint
- Sample colours from images
- Use the colour theme tool
- Add themes and swatches to a Creative Cloud library

Working with Text Frames

- Create new text frames
- Thread and unthread text frames
- Text frame options

Tables

- Creating and manipulating tables
- Inserting and deleting columns and rows
- Merging and splitting cells
- Apply fill and stroke to cells
- Set before and after spacing on a table
- Adjust cell margins
- Import data from Microsoft Excel

Master Pages

- Edit an existing master page
- Create new master pages
- Insert page numbers
- Override master page items on a layout page
- Load master pages between different files

Transformations

- Rotating text and graphic frames
- Adding corner effects
- Creating a drop shadow
- Apply basic feathering

Layers

- Work with multiple layers in a file
- Add and delete layers
- Show, hide, lock and unlock layers
- Re-order layers
- Moving items from one layer to another

Printing

- Setting a file up for print
- Export to PDF

Preflight and Package

- Display the preflight panel
- Select a profile
- Correcting errors
- Packaging a document