COMPUTER WorkGroup TRAINING

Adobe AUTHORISED Training Centre

An Introduction to
Adobe InDesign CS5

Course Title : Adobe InDesign CS5 Introductory Workshop

Duration : 1 Day

Pricing : Basic: 1 person $750, 2 people $850 - see web for full details

Pre-requisites : Familiarity with Computers.

For Whom: The course is intended for people who wish to The course is intended for people who wish to Desktop Publish documents including instruction manuals, catalogues, books, fliers and price lists..

Course Objectives: At the conclusion of the training participants will be able to -

- Create InDesign documents
- Import text
- Import images
- Accurately size and position text and graphics
- Format text
- Create columns of text
- Add and remove pages within a document
- Create master pages and templates
- Wrap text around artwork
- Save the document as an Acrobat file for distribution.

Course Design: This workshop is part of our FastTrack Training scheme.

Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.

Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.

Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

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Course Outline

Introduction to InDesign CS5 - 1 Day Workshop

The InDesign Working Environment
- Different ways of viewing your document
- Navigating through your document
- Palette views and docking

The Bridge and Mini-Bridge
- Accessing files
- Meta data and batching
- Snippets

Creating a Document
- New document settings
- Margins and column guides
- Placing text and graphics on the pages
- Overriding master page items on pages
- Editing master pages
- Spreads and pages
- Rulers, guides, and grids
- Multiple page sizes

Frames
- Modifying text frames
- Modifying graphics frames
- Wrapping text around an object
- Fitting the content to the frame
- Modifying the stroke of a frame
- Transforming a frame
- Stroke style editor

Basic Typography
- Selecting and editing text
- Formatting characters & paragraphs
- Using Styles
- Glyph palette and customising

Working with Text
- Text frames
- Linking and flowing text
- Drag & Drop text
- Dynamic spell checker and Autocorrect
- Spell checking
- Importing from MS Word and Excel

Tables
- Creating Tables
- Editing Tables
- Table formatting
- Importing Word and Excel tables
- Running Headers & Footers
- Table & Cell Styles

Working With Graphics
- Images overview
- Adding graphics from other programs
- Comparing vector and bitmap graphics
- Managing links to imported files
- Placing a Photoshop file
- Importing an Illustrator file
- Placing a PDF file, multipage import
- Multi file placement
- Content grabber
- Autofit

Colours, Tints, and Gradients
- Applying colours to objects
- Creating dashed strokes
- Working with gradients
- Creating a spot colour & tint
- Applying colour to text
- Shared swatches
- Kuler

Drawing Tools
- Setting up the document grid
- Drawing straight segments
- Drawing curved segments
- Paths & Frames
- Stroke and fill
- Stroke attributes and corner effects
- Pen and pencil tools
- Creating type along a path
- Pathfinder
- Object Styles

Exporting
- Saving to PDF
- Saving to Flash and swf

Special Effects
- Drop Shadows, Transparency
- Feathering, Gradient & Directional Feathers
- Bevel and Emboss, Glows

Printing
- Dots and pixels
- Page description languages
- Resolution
- Printing

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