

An Intensive Workshop in InDesign for Service Providers

- Course Title :** Adobe InDesign for Service Providers Workshop
- Duration :** ½ Day
- Pre-requisites :** Familiarity with Computers.
- For Whom:** The course is intended for Service Providers who handle InDesign documents from customers. It covers the processing of InDesign documents, as well as how to ensure that customers prepare documents in a 'provider friendly' style.
- Course Objectives:** At the conclusion of the training participants will be able to -
- understand InDesign's features
 - Open customers InDesign documents cleanly
 - Check and modify the documents for output
 - Control InDesign's print features
 - Set up Printer Styles
 - Prepare PDF's from InDesign documents
 - Advise customers on how best to set up an InDesign document for printing.
- 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.

Course Outline

INDESIGN FOR SERVICE PROVIDERS - ½ DAY WORKSHOP

INTRODUCTION

- Features for print service providers
- Control and flexibility over devices and drivers
- Feedback and protection from output mistakes
- Output capabilities that match advanced design features

OPENING INDESIGN FILES

- Handling dictionary differences
- Managing missing fonts
- Managing links and relinking imported files
- Handling alerts about missing or mismatched colour profiles

PREPARING INDESIGN DOCUMENTS FOR OUTPUT

- Working with a book file
- Previewing the page, trim size, and visible objects
- Checking for differences if the file was converted from previous versions
- Trapping documents
- Previewing transparency and overprints
- Flattening transparency for high-resolution output
- Preflighting the document

THE PRINT DIALOG BOX

- Common areas
- Setting up PostScript output paths
- General panel
- Setup panel
- Creating a custom page size
- Marks & Bleeds panel
- Output panel
- Ink manager
- Graphics panel
- Colour Management panel
- Advanced panel
- Summary panel

EXPORTING ADOBE PDF FILES

- Common areas
- General panel
- Compression panel
- Marks & Bleeds panel
- Advanced panel
- Security panel
- Summary panel

STREAMLINING OUTPUT WITH PRINTER STYLES

SETTING UP PRINTER STYLES

- Distributing printer styles through out your shop
- Applying your printer styles to customer files

STREAMLINING OUTPUT WITH PDF STYLES

- About the predefined PDF export styles
- Setting-up PDF export styles

HELPING CUSTOMERS PREPARE INDESIGN FILES

- Preparing transparency
- Preparing book files
- Using styles and settings files to further streamline customer handoffs
- Preflighting
- Packaging files for handoff
- Handing off Adobe PDF files

COMPUTER
WorkGroup
TRAINING