

# Adobe InDesign - Introduction

(2 days)

## Background

This professional publishing software combines immensely powerful typographic controls with a wide range of creative options. Our two day Adobe authorised introductory course is designed to enable you to make the most of these features. You will also look at using InDesign to improve productivity without sacrificing high quality results and cover how InDesign works with your existing QuarkXPress or PageMaker documents.

Day one of the course concentrates on building an InDesign document from scratch using the main layout and text handling features and on converting existing QuarkXPress or PageMaker documents. Day two will explore more advanced layout and typographical controls, clipping paths, working with layers and colour management and output issues.

## Course Outline

### **INDESIGN BASICS**

- Creating a new document
- Zooming in and out of the page
- Using the Navigator palette
- The InDesign toolbox
- Converting QuarkXPress or PageMaker documents
- Using text and graphics frames
- Nesting a frame within a frame
- Moving, re-sizing, rotating and shearing frames
- Importing from Illustrator and Photoshop
- Simultaneous views of the same document

### **TEXT CONTROLS**

- Using the single-line and multi-line text composers
- Formatting text
- Checking the spelling
- Hyphenation and justification controls
- Setting paragraph indents
- Using the baseline shift
- Precision kerning controls
- Creating in-line graphics
- Using stroke and fill
- Converting text to outlines

### **WORKING STYLES**

- Creating paragraph styles
- Creating character styles
- Basing one style on another

### **MASTER PAGES**

- Creating and editing master pages
- Converting an individual page to a master page
- Basing one master page on another
- Creating headers and footers
- Automatic page numbering

### **CREATING TABLES**

- Turning tab delimited text into tables

- Importing tables from Word and Excel

### **USING SHORTCUTS**

- Using the keyboard shortcut editor
- Using QuarkXPress keyboard shortcuts

### **WORKING WITH BEZIER PATH TOOLS**

- Creating new artwork using the pen tool
- Editing Illustrator artwork
- Using the scissors tool
- Combining multiple paths into compound paths
- Filling paths with images or graphics

### **WORKING WITH LAYERS**

- When to use layers
- Creating document-wide layers
- Naming, hiding, displaying and locking layers
- Printing visible layers

### **WORKING WITH COLOUR**

- Using the colour palette
- Creating and editing colours

### **TRANSPARENCY**

- Drop shadows
- Feathering
- Applying transparency settings

### **TABLES**

- Creating tables in InDesign
- Importing tables from Microsoft Word and Excel

### **MORE LAYOUT TOOLS**

- Using the links palette
- Using flexible grids
- Using ruler guides
- Using the layout adjustment feature
- Working with tabs

### **WORKING WITH CLIPPING PATHS**

Importing images with clipping paths  
Creating a new clipping path  
Previewing your clipping path  
Adjusting tolerance and threshold

### **PRINTING YOUR DOCUMENT**

Using smart font mapping  
Before you print – a pre-flight  
checklist  
Importing and exporting PDF documents  
InDesign's cross platform support  
Making your publications available on the  
web



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