



Introduction, 2 Days

Course Description

Adobe InDesign is a robust and easy to use design and layout program. With it you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course you will learn the basics of creating documents with InDesign.

Prerequisites

In order to be successful with this course, a basic understanding of the operating system (Windows) and of using applications in general is needed.

Topics Covered

InDesign Environment

- InDesign Environment Elements
- Document Navigation

Basic Documents

- Document Setup
- Creating Text
- Working with Graphics

Master Pages

- Creating Masters
- Applying Masters

Importing and Threading Text

- Importing Text
- Threading Text
- Changing Text Threads

Colors, Swatches, and Gradients

- Colors and Swatches
- Gradients
- Applying Fills and Strokes to Frames and Type

Formatting Type

- Character Formatting
- Paragraph Formatting
- Styles
- Text Inset Spacing

Graphics and Layout

- Placing and Manipulating Graphics
- Text Wrap
- Layers

Transparency

- Applying Transparency
- Transparency Effects and Blending Modes
- Printing with Transparency

Using Tables

- Creating Tables
- Formatting Tables

Preparing for Handoff to a Service Provider

- Commercial Printing Overview
- Preflighting
- Printing
- Packaging Files

Creating Acrobat PDF Files

- PDF Files for the Web
- PDF Presets
- PDF Files for Printing