

InDesign CS3

Introduction

During this course participants will work through the steps necessary to produce long and short publications. In addition to learning how to use InDesign's features, participants will also be taught basic design concepts essential for desktop publishing.

Outcomes

After completing this course, students will be:

- Be familiar with the basics of InDesign
- Be able to produce a publication using imported text and graphics.
- Begin to use advanced DTP techniques.
- Know where to discover more InDesign resources.



Course Details

Duration: 2 days

Starting time: 9.00 am

Finishing time: 4.30 pm

Lunch and refreshments are provided.

(1300 86 87246

1300 TO TRAIN

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

Course Outline

Ø Getting to know the Work Area

- Looking at the Work Area
- Changing the Magnification of Your Document
- Navigating Through Your Document
- Working with Layers
- Using Context Menus
- Using Online Help
- Using Adobe Online Services

Ø Setting Up Your Document

- Setting Up a New Document
- Editing Master Pages
- Placing Text and Graphics on the layout Pages

Ø Working with Frames

- Working with Layers
- Resizing Text Frames
- Resizing Graphics Frames

Ø Importing and Editing Text

- Opening a Document with Missing Fonts
- Flowing Text
- Applying a Style
- Creating a Headline and Applying a Style
- Flowing Text into an Existing Frame
- Loading Styles from another Document

Ø Working with Typography

- Using a Baseline Grid to Align Text
- Changing the Spacing above and below Paragraphs
- Changing Fonts and Type Style
- Changing a Paragraph's Alignment
- Adding a Decorative Font and Special Character
- Adjusting the Kerning and Tracking
- Applying the Multi-line and Single-line Compositors
- Creating a Hanging Indent
- Adding a Rule Below a Paragraph

Ø Working with Colour

- Defining Printing Requirements
- Adding Colors to the Swatches Panel
- Working with Gradients
- Creating a Tint
- Applying Colors to Additional Objects
- Color Management: Overview
- Setting Up Color Management in InDesign CS3
- Using Full-Resolution Display with Color Management
- Assigning a Profile after Importing an Image

Ø Working with Styles

- Creating & Applying Paragraph Styles
- Creating & Applying Character Styles
- Nesting Character Styles Inside Paragraph Styles
- Creating & Applying Object Styles
- Loading Styles from Another Document

Ø Importing and Linking Graphics

- Adding Graphics from Other Programs
- Comparing Vector and Bitmap Graphics
- Importing Photoshop File & Alpha Channels
- Placing a Inline Graphics
- Importing an Illustrator File
- Using a Library to Manage Objects

Ø Creating Tables

- Importing & Formatting a Table
- Formatting Borders & Alternating Row Colors
- Editing Cell Strokes
- Threading Text
- Changing the Number of Columns on a Page
- Finding and Changing Formatting
- Spell-checking a Story

Ø Working with Transparency

- Importing & Colourising a B&W Image
- Applying Transparency Settings
- About the Effect Panel
- Changing the Opacity of Solid Color Objects
- Applying a Blending Mode
- Adjusting the Transparency Setting for EPS images
- Adjusting Transparency for Photoshop Images
- Working with Effects

Ø Working with Long Documents

- Defining a Book
- Creating a Book File
- Setting the Order and Pagination
- Working with a Table of Contents
- Maintaining Consistency Across Book Files
- Indexing the Book

Ø Output & PDF Exporting

- Using Preflight
- Using Package
- Creating an Adobe PDF Proof
- Transparency Flattener Preview

Ø Using XML

- Viewing XML Tags
- Importing & Applying XML Tags
- Viewing & Organizing Structure
- Mapping Tags to Style
- Using XML Snippets