

Adobe InDesign CS6

Introduction

The skills and knowledge acquired in this courseware will allow the learner to create a variety of documents, both print-based and digital. The learner will be able to create a variety of documents ranging from simple text documents through to complex brochures and flyers with detailed graphics and advanced formatting features.

Outcome

At the completion of this course you should be able to:

- work comfortably with the InDesign screen and workspace
- work with a broad range of InDesign tools
- create new documents in InDesign
- work with text in a document
- format text using a variety of techniques
- work with graphical elements in a document
- create and work with layers
- bring excitement to your documents with colour
- draw and work with object shapes
- create and apply styles
- create and work with tables
- create and work with alternate layouts for the same document
- prepare your document for a variety of printing options



Microsoft Partner
Gold Learning
Silver Desktop

Course Details

Duration: 2 days
Starting time: 9am
Finishing time: 4.30pm

 **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

➤ InDesign Basics

- Starting Adobe InDesign CS6
- Opening An Existing Document
- The InDesign Workspace
- Understanding The InDesign Workspace
- Understanding Panels
- Displaying And Hiding Panels
- Floating And Docking Panels
- Working With Workspaces
- Creating A Custom Workspace
- Navigating A Document
- Zooming A Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving And Closing A Document

➤ The Tools Of InDesign

- The Tools Panel
- Selecting Tools For Use
- Understanding Frames And Shapes
- Selecting Objects
- Creating Frames And Shapes
- Selecting Text
- Understanding Line Drawing
- Using The Line Tools
- Using The Transform Tools
- Using The Viewing Tools
- Using The Content Collector

➤ Creating InDesign Documents

- The Document Project
- Understanding Document Presets
- Adjusting The Units Of Measure
- Creating A Document Preset

- Creating A New Document
- Saving A New Document
- Understanding Master Pages
- Working With Pages
- Creating Ruler Guides
- Setting Document Bleed And Slug
- Changing Screen Views
- Creating Master Pages
- Inserting Auto Page Numbering
- Applying A Master Page
- Adjusting Column Guides

➤ Working With Text

- Creating Text Frames
- Creating Text Frames
- Threading Text Frames
- Threading Text Frames
- Typing Text Into Frames
- Importing Text From Microsoft Word
- Importing Word Documents
- Editing Text In Place
- Editing Text With The Story Editor Using Glyphs

➤ Formatting Text

- Applying A Typeface And Type Style
- Changing Font Size And Leading
- Changing The Vertical Text
- Alignment
- Changing The Horizontal Text Alignment
- Applying An Indent
- Applying A First Line Indent
- Adjusting Kerning
- Adjusting Tracking
- Setting Tabs
- Setting Drop Caps

- Applying Subscript Or Superscript
- Creating A Bulleted List

➤ Working With Graphics

- Understanding File Formats
- Placing Graphics In A Document
- Placing Graphics
- Making A Graphic Fit
- Positioning Graphics Within A Frame
- Preparing To Use Adobe Bridge
- Using Adobe Bridge To Place Graphics
- Using The Links Panel
- Placing InLine Graphics
- Copying InLine Graphics
- Embedding Graphics
- Creating A Clipping Path
- Applying Text Wrap
- Adjusting Text Wrap
- Creating A Caption
- Changing Display Performance

➤ Layers

- Understanding Layers
- Understanding The Layers Panel
- Creating A Layer
- Assigning Objects To Layers
- Naming Layers And Assigning Colours
- Hiding And Viewing Layers
- Reordering Layers

➤ Working With Colour

- Understanding Colour

Course Outline

- Creating And Adding Process Colours
- Creating Spot Colours
- Applying A Fill Colour
- Applying A Stroke Colour
- Creating A Tint
- Creating A Gradient
- Removing Colour

➤ Drawing Objects

- Understanding Objects
- Creating Objects
- Modifying Objects
- Creating Objects Assignment
- Creating Objects Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Aligning And Distributing Objects
- Creating An Outline
- Placing Graphics In An Outline

➤ Formatting Objects

- Applying Corner Effects
- Applying A Drop Shadow
- Applying Transparency
- Applying Feathering
- Using The Eyedropper Tool
- Creating A Snippet
- Inserting A Snippet
- Inserting Snippets Assignment

➤ Working With Styles

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating A Style From Existing Formatting

- Applying Paragraph Styles
- Applying Styles Assignment 1
- Applying Styles Assignment 2
- Editing Styles
- Creating Object Styles
- Applying Object Styles

➤ Working With Tables

- Understanding Tables
- Creating A Table
- Selecting Tables And Table Cells
- Entering Text In A Table Cell
- Deleting A Table
- Importing A Spreadsheet Table
- Adjusting A Table
- Formatting Text In A Table
- Aligning Text In A Table
- Applying Colour To Tables

➤ Alternate Layouts

- Understanding Alternate Layouts
- Previewing Liquid Layout
- Applying Liquid Layout Rules
- Constraining Specific Objects
- Applying Rules To Other Pages
- Creating An Alternate Layout
- Splitting The Document Window
- Preparing For Printing
- Running A Preflight Check
- Printing A Document
- Defining A Print Preset
- Understanding Ink Handling Terms
- Adjusting Overprint And Trap Settings
- Creating A Postscript File

- Exporting To PDF
- Soft Proofing
- Packaging A Document