

# ALPHAS FACTS

Alpha  
COMPUTER CONSULTANTS

Create Your Future



## InDesign for Subs/Editors

**InDesign for Subs/Editors** This course is structured to cover the features and workflow of InDesign suitable for Subs/Editors. This course covers all the essential text aspects of InDesign required by Subs/Editors.

**Course Prerequisites:** The prerequisite for this course is that you have Sub/Editorial experience.

**Duration:** One day 9:00 am - 4:30 pm

### Course Content

#### The InDesign Interface

- The Welcome Screen
- Application bar
- The Tools panel
- An Overview of the Tools panel
- Using context menus
- The Control panel
- Displaying InDesign's panels
- Panel menus
- Resizing panels
- Moving panels
- Dock and undock panels
- Using Workspaces
- Zooming in and out
- Scrolling the view
- Turning pages in a document
- Managing Document windows
- About Adobe Bridge
- Mini Bridge

#### Adding Text and Graphics

- Typing or pasting text
- Placing text
- Adding placeholder text
- Making the frame fit the text
- Placing graphics
- Placing multiple graphics
- Fitting a graphic to its frame
- Resizing graphics
- Moving a frame and its content
- The content grabber (CS5 and later)
- Placing InDesign documents
- Grouping objects

- Selecting objects
- Copying an image into a new frame
- Stacking objects
- The reference point locator
- Use smart guides to align objects

#### Using Layers

- The Layers panel
- Creating layers
- Putting objects on to layers
- Rearranging layers
- Hiding or showing a layer
- Locking layers
- Deleting a layer

#### Working with Text

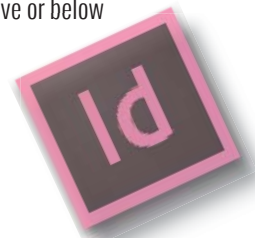
- Text frames
- Creating text frames
- Moving and resizing text frames
- Connecting text frames
- Threading
- Unthreading
- Word and character count
- Methods for flowing text
- Setting text frame options
- Displaying hidden characters
- Text selection techniques
- Using Glyphs
- Using special characters
- Using white space characters
- Inserting break characters
- Linked text files
- Text import filters

#### Formatting Text

- A Fonts and Typefaces
- Recently used fonts (CS6)
- Using the Control panel to format text
- Using the Character panel
- Choosing a font and style
- Setting type size
- Changing text using keyboard shortcuts
- Leading
- Kerning and tracking
- Setting kerning and tracking values
- Using Optical Kerning
- Scaling Type
- Baseline shift
- Skewing text
- Capitalisation
- Making characters superscript or subscript
- Underline and strikethrough
- Paragraph formatting
- Text alignment
- Setting space above or below
- Indenting text
- Drop caps
- Hyphenation
- OpenType fonts

#### Text Wrap

- Wrap To options
- Making a frame ignore text wrap
- Changing the shape of a text wrap
- Changing preferences for text wrap



## Paragraph and Character Styles

- Using styles
- The Paragraph and Character Styles panels
- Creating styles “by example”
- Working with style groups
- Applying paragraph and character styles
- Clearing style overrides
- Editing styles
- Importing styles from another document
- Deleting paragraph and character styles

## Outputting to PDF

- Producing PDF files for approval
- Producing press quality PDF files
- Exporting to PDF format
- InDesign’s PDF Presets
- Using PDF presets

## Text Controls

- The Find/Change command
- Tips for Finding/Changing text
- Finding and changing objects
- Find/change using queries
- The Find Font command
- The Check Spelling command
- Automatically correcting spelling
- Using dynamic spelling
- Track Changes
- How changes are displayed in the Story Editor
- Accepting and rejecting tracked changes

## Type Composition

- Adjusting kerning between words
- Hyphenation
- Avoiding word breaks
- Flush space
- Creating text that Spans or Splits columns
- Using the Eyedropper tool with type
- Paragraph Rules
- Keep options

- Creating hanging punctuation
- The Indent to Here character
- Tabs
- Adjusting underline options
- Baseline grids

## Working with Tables

- Features of tables
- Creating a table from scratch
- Converting existing text into a table
- Changing a table into normal text
- Importing Microsoft Office tables
- Embedding a table inside another table
- Adding text or graphics to a table
- Navigating in a table
- Selecting cells
- Inserting rows and columns
- Deleting rows and columns
- Merging cells
- Table headers and footers
- Resizing tables
- Overset cells
- Applying a border to a table
- Adding stroke and fill colour to cells
- Table and cell styles
- Defining table and cell styles
- Formatting precedence in styles
- Importing table styles from other documents
- Applying table and cell styles
- Editing table and cell styles

- Basing one table or cell style on another
- Deleting table and cell styles
- Redefining table or cell styles based on current formatting
- Overriding table and cell styles
- Breaking the link to table or cell styles

## Appendix

- Keyboard Shortcuts

## Contact AlphaCC for dates

We provide Private Onsite/Offsite customised training to suit your needs/timeframe. Please enquire for more information.

## Book Now !

InDesign for Subs/Editors private training include:

- Comprehensive course notes
- Certificate of Completion

