

ALPHAS FACTS

Alpha
COMPUTER CONSULTANTS

Create Your Future



InDesign Level 1 course introduces Adobe InDesign, the industry standard desktop publishing application. InDesign is designed to create both printed and electronic layouts of all types. In this course you'll learn to create professional print and pdf documents from posters and flyers to newsletters and annual reports using a broad range of InDesign techniques. Our comprehensive courseware is supplied.

Course Prerequisites: Previous experience using applications on a PC or Macintosh is an essential prerequisite for this course.

Duration: Two days 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

InDesign Preferences

- Application defaults and documents defaults
- Setting preferences
- Where preferences are saved
- Restoring InDesign's preferences and defaults

Creating Documents

- Creating a new document
- Modifying document setup
- Adding, removing & rearranging pages
- Modifying the margins and columns

- Making unequal column widths
- Using ruler guides
- Examining the document window
- Defining document presets
- Creating custom page sizes
- Preview mode
- Presentation mode
- Opening documents
- Using templates
- Saving documents
- Saving to previous InDesign versions
- Recovering documents after system failures
- Undoing and reverting

Drawing Paths, Lines and Shapes

- Drawing lines and basic shapes
- Live Corner effects
- Drawing multiple frames in a grid
- Parts of a path
- Drawing with the Pen tool
- Drawing curved segments with the Pen tool

Adding Text and Graphics

- Typing or pasting text
- Placing text
- Adding placeholder text
- Making the frame fit the text
- Placing graphics
- Placing multiple files
- Fitting a graphic to its frame
- Resizing graphics with their frames
- Moving a frame and its content
- The content grabber

- Placing InDesign documents
- Selecting objects
- Grouping objects
- Copying an image into a new frame
- Using smart guides to align objects
- Stacking objects
- Copying content using the Content Collector and Placer tools

Master Pages

- About master pages
- Editing master pages
- Creating a master page
- Using automatic page numbering
- Applying master pages to document pages
- Customising master objects
- Preventing a master item from being overridden
- Restoring master 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
- Expanding and collapsing layers

Working with Text

- Text frames
- Creating text frames
- Moving and resizing text frames
- Connecting text frames



... Working with Text

- 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 settings

Formatting Text

- Fonts and type styles
- Using the Control panel to format text
- Selecting and formatting text
- Using the Character panel
- Choosing a font and style
- Recently used fonts
- Favourite Fonts
- Working with Typekit fonts
- 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 strike through
- Paragraph formatting
- Text alignment
- Setting space above or below
- Indenting text

- Drop caps
- Hyphenation

Text Wrap

- Wrap To options
- Making a frame ignore text wrap

Colours and Gradients

- Process colours
- Spot colours
- RGB colours
- Named and unnamed colours
- Applying fill and stroke colour to objects
- The Swatches panel
- Using the Swatches panel to create colours
- Pantone and other colour libraries
- Using colours from other InDesign documents
- Gradients

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

Using Graphics

- Vector artwork
- Bitmap images
- Choosing a graphics format
- Resolution
- Controlling display quality of images
- Managing placed graphics
- The Links panel
- Replacing and re-linking links

Transparency Effects

- The Effects panel
- Applying transparency effects
- Overview of transparency effects
- Editing a transparency effect
- Copying transparency effects
- Clearing effects from an object

- Screen display of transparent objects
- Transparency flattening

Preflighting, Packaging and Printing

- Preflighting a document
- Defining preflight profiles
- Selecting a profile for preflighting
- Viewing and resolving preflight errors
- Saving an error report
- Packaging files
- The Print Dialogue Box
- Printing booklets

Outputting to PDF

- Producing PDF files for approval
- Producing press quality PDF files
- Exporting to PDF format
- InDesign’s PDF Presets
- Using PDF presets
- PDF General options
- PDF Compression options
- PDF Marks and bleeds options
- PDF Colour management options
- PDF Advanced options
- PDF Security options

Appendix

- Colour Management
- Adobe Bridge
- Keyboard Shortcuts



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Training Calendar
for course dates select your location

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Alpha CC Courses include:

- Comprehensive course notes
- Certificate of Completion
- After course support (for public course only)

Packages Available

Adobe InDesign Level 1 is offered as part of a package designed for users who want to attend multiple courses to achieve in depth knowledge.