



## Adobe InDesign

## Introduction / Intermediate 2 days

InDesign combines powerful type, graphics and printing controls with an ability to work seamlessly with Illustrator and Photoshop. As well as offering controls common to other page layout programmes it contains many advanced features which will not be found elsewhere.

Students attending should already be familiar with the Macintosh or Windows operating system.

### The InDesign environment

- Creating a new document - understanding the page settings
- Getting around on the page - zooming in and out, the grabber hand
- The navigator palette
- Multiple views of a document
- The toolbox
- Converting PageMaker or quark documents

### Working with text and graphics

- Creating and using text frames
- Importing and formatting text: working with paragraph and character styles
- Tabs and indents
- Spell checking, search and replace
- Linking / unlinking text frames
- Resizing, scaling, rotating and moving frames
- Wrapping text around objects
- Hyphenation controls
- Alignment controls
- Kerning controls
- Colouring text - using stroke and fill
- Colouring frames
- Importing from Illustrator and Photoshop

### Working with colour

- Using the colour palette
- Creating and editing colours
- The swatches palette

### Master pages

- Creating, editing and applying master pages
- Headers and footers
- Automatic page numbering

### Shortcuts

- The keyboard shortcut editor
- Applying Quark Express keyboard shortcuts

### Working With Paths

- Creating different kinds of path shapes
- Creating compound paths
- Combining paths
- Text on a path
- The scissors tool
- Filling paths
- Clipping paths - importing clipping path images, creating new clipping paths, tolerance and threshold

### Layers

- How layers work
- Creating new layers - naming layers, hiding and displaying layers, locking layers

### Tables

- Creating a new table
- Merging and dividing cells
- Changing the appearance of table elements

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#### **More About Text**

- Creating a table of contents
- Converting text to an editable outline
- The glyphs palette
- Nesting frames

#### **Other Controls**

- The links palette
- Setting up and using grids
- Ruler guides
- Layout adjustment
- Generating transparency in created and imported objects
- Colour management systems - ICC systems, keeping colours consistent, RGB vs. CMYK
- Preference settings

#### **Printing**

- A printing checklist
- Smart font mapping
- Trapping settings
- Creating PDF documents
- InDesign and the web

#### **Questions and answers**

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