



Adobe InDesign CS5 - Introduction

Two-Day Course

Windows and Macintosh

Course Overview:

The InDesign Introduction course is designed specifically for participants who have very little or no experience using InDesign, As well this course is a comprehensive overview for people using other page layout programs and who are self taught.

From this course you will get up to speed with the many tools and panels to become comfortable with the interface of the application. You will learn to create a finished document using multiple elements such as text colour and graphics.

Course Content:

Introduction

- Using tools and panels and control bar
- Creating a new document and saving document presets
- Setting Basic InDesign preferences
- Setting up a custom Workspace
- Using the Pages panel, viewing using tools and shortcuts
- Working with smart guides, rulers and guidelines
- Managing multiple documents and views
- Moving, duplicating, resizing and deleting page objects
- Creating and Editing text frames size and stroke and corners
- Working with text Frame options
- Flowing your text across multiple pages using text threads

Working with graphics and images

- Working with the links panel
- Placing images and graphics in the layout
- Working with the image auto-fit and frame fitting feature
- Working with the gap tool
- Editing an existing image and graphic frame
- Cropping and fitting graphics within the frame
- Placing graphics in a grid formation
- Transforming graphics using the flip, rotate and skew features
- Working with text and graphics together

Working with text

- Creating, formatting and Editing text
- Placing Word and other text files into the layout
- Working with bullets and lists
- Creating and editing Paragraph and character style sheets



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Creating and Setting Up Your Document

- Setting and editing the number of pages, page margins, page columns
- Adding, deleting and sorting of pages
- Working with master pages and creating multiple master pages
- Adding, editing and deleting Master Pages and Master Page objects

Working with Objects

- Drawing and adding shapes and page items
- Editing corners and content
- Layering objects
- Transforming and scaling options
- Combining objects text and graphics together

Working with Colour

- Applying colour to objects and text
- Working with the swatches panel adding, deleting and editing colours
- Creating different inks and spot colours
- Working with colour blends/gradients
- Using the gradient tool

Saving and Exporting

- Checking the document for common errors, and fixing these errors
- Packaging your document for commercial printers and backup copies
- Exporting a PDF for a basic final Web and Print output

Note: As of February 2011 DPA Communications will offer Adobe Acrobat, InDesign, Photoshop, Illustrator, Fireworks, Premiere, After Effects, Dreamweaver, Flash and Flash Catalyst courses on version CS5 (Creative Suite 5). If you are currently using previous versions see the CS4 version of this course outline for any differences in training course content.

Please contact DPA for more details or to have an instructor contact you.