

Pre-Requisites

It is recommended that students have basic experience with Microsoft Windows, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Duration

2 Days

Cost

\$600 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

InDesign Environment

- InDesign Environment Elements
- Navigating

Basic Documents

- Picas Measurement System
- Document Setup
- Creating Text
- Working With Graphics

Master Pages

- Creating Masters
- Applying Masters

Importing and Threading Text

- Importing Text
- Threading Text
- Changing Text Threads

Colors, Swatches, and Gradients

- Colors and Swatches
- Gradients
- Applying Fills and Strokes to Frames and Type

Formatting Type

- Character Formatting
- Paragraph Formatting
- Styles
- Text Inset Spacing
- Graphics and Layout
- Placing and Manipulating Graphics
- Text Wrap
- Layers

Transparency

- Applying Transparency
- Transparency Effects and Blending Modes
- Printing With Transparency

Using Tables

- Creating Tables
- Formatting Tables

Preparing for Handoff to a Service Provider

- Commercial Printing Overview
- Preflighting
- Printing
- Packaging Files

Creating Acrobat PDF Files

- PDF Files for the Web
- PDF Styles
- PDF Files for Printing