

## Adobe InDesign CS3 Foundation – 2 Days

Adobe's InDesign is rapidly becoming the Industry standard for professional publishing. InDesign makes creating sophisticated professional print (and even online) documents easier than ever.

Upon completion of this 2 day course, you will have all the skills necessary to produce a document ready for professional print.

A variety of documents will be used during the course, but you may find it useful to bring some text files and graphics along. Some time will be given to experiment with these while with the tutor.

In this course the following areas will be covered:

### The basics

- Tour of InDesign
- The page layout area
- The InDesign toolbox
- Viewing and arranging palettes
- Using the control palette
- Menus and dialog boxes
- Basic use of Adobe Bridge

### Page layout

- Creating new documents
- Saving document presets
- Working with the pages palette
- Using column and ruler guides
- Using frame tools
- Using text frame options

### Typography

- Importing text with or without formatting
- Working with character and paragraph attributes
- InDesign's tracking and kerning options
- Creating character and paragraph styles
- Text threading and flowing text
- Linking text frames
- Tabulation
- Using special characters
- Creating type on path
- Spell checking

### Working with frames

- Creating graphic frames
- Importing graphics
- Understanding graphic formats
- Modifying graphics in frames
- Fitting content to frame
- Saving object styles
- Duplicating frame and contents
- Repeating object transformations

### Working with colour

- About CMYK, RGB and spot colours
- Adding colours to swatches
- Creating tints
- Creating a spot colour
- Appending colours
- Saving custom colour swatches
- Working with gradients

### Creating tables

- Importing and formatting tables
- Using graphics within tables

### Importing and linking graphics

- Manage links to imported graphics
- Updating revised graphics
- Display settings for display performance
- Using libraries
- Prepare for print using Preflight and Package
- PDF output options

\* may not be covered if the tutor deems them inappropriate for the group being taught.



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