

ADOBE INDESIGN – LEVEL 1



Computer Smart TRAINING CENTRE

Learning Outcomes: At the completion of Adobe InDesign Version CS3 you should be able to: understand basic graphic design principles, create new publications, add and format text to a document, add graphics, create layers, apply colour and prepare for print.

Pre-Requisites: Adobe InDesign CS3 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Basic Graphic Design Principles:

- The Purpose And Process Of Graphic Design
- Understanding Page Layout
- Understanding Grids
- Understanding Typography
- Understanding Typefaces
- Understanding Paper
- Putting It All Together

InDesign Basics:

- Starting Adobe InDesign CS3
- Opening An Existing Document
- Understanding The InDesign Workspace
- Understanding Panels
- Displaying And Hiding Panels
- Floating And Docking Panels
- Saving The Workspace
- Navigating A Document
- Zooming A Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving And Closing A Document

Tools:

- Understanding The Tools Panel
- Selecting Tools
- Understanding Frames And Shapes
- Selecting Objects
- Creating Frames And Shapes
- Selecting Text
- Understanding The Line Tools

- Using The Transform Tools
- Using The Navigation Tools
- Inserting Auto Page Numbering
- Applying A Master Page
- Adjusting Column Guides

Text:

- Creating Text Frames
- Threading Text Frames
- Assignment Threading Text Frames
- Typing Text In Text Frames
- Importing Text From A Word Document
- Importing Word Documents
- Editing Text In Place
- Editing Text Using The Story Editor
- Using Glyphs

Text Formatting:

- Applying A Typeface And Type Style
- Changing Font Size And Leading
- Changing The Vertical Text Alignment
- Changing The Horizontal Text Alignment
- Applying An Indent
- Applying A First Line Indent
- Adjusting Kerning
- Adjusting Tracking
- Setting Tabs
- Setting Drop Caps
- Applying Subscript Or Superscript To Text
- Creating A Bulleted List

Graphics:

- Understanding File Formats
- Placing Graphics
- Fitting Graphics
- Positioning Graphics Within A Frame
- Using Adobe Bridge To Place Graphics
- Using The Links Panel
- Placing InLine Graphics
- Embedding Graphics
- Creating A Clipping Path
- Applying Text Wrap
- Adjusting Text Wraps
- Creating A Caption
- Changing Display Performance

Layers:

- Understanding Layers
- Understanding The Layers Panel
- Creating A Layer
- Assigning Objects To Layers
- Naming And Colouring Layers
- Hiding And Viewing Layers
- Reordering Layers

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Colour:

- Understanding Colour Terminology
- Creating And Adding Process Colours
- Creating Spot Colours
- Applying Fill Colour
- Applying Stroke Colour
- Creating A Tint
- Creating A Gradient
- Removing Colour

Objects:

- Understanding Objects
- Creating Objects
- Modifying Objects
- Creating Objects Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Grouping Objects
- Aligning And Distributing Objects
- Creating An Outline
- Placing Graphics In An Outline

Formatting Objects:

- Applying Corner Effects To An Object
- Applying A Drop Shadow To An Object
- Applying Transparency To An Object
- Applying Feathering To An Object
- Using The Eyedropper Tool
- Creating A Snippet
- Inserting A Snippet
- Inserting Snippets

Styles:

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating A Style From Existing Formatting
- Applying Paragraph Styles
- Applying Paragraph Styles I
- Applying Paragraph Styles II
- Editing Styles
- Creating Object Styles
- Applying Object Styles

Tables:

- Understanding Tables
- Creating A Table
- Selecting Tables And Table Cells
- Entering Text In Table Cells
- Deleting A Table And Table Contents
- Importing A Microsoft Excel Table
- Adjusting A Table
- Formatting Text In A Table
- Aligning Text In Table Cells
- Applying Colour To Tables

Preparing For Printing:

- Running A Preflight Check
- Printing A Document
- Defining A Print Preset
- Understanding Ink Handling Terms
- Adjusting OverPrint And Trap Settings
- Creating A Postscript File
- Exporting A PDF
- Soft-Proofing
- Packaging A Document

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