



Adobe® InDesign CS5

Duration: 3 Days

Overview:

Adobe InDesign CS5: is a robust and easy-to-use design and layout program. With it, you can create documents of many types, from single-page advertisements to complex multi-page colour publications. You will create text frames and also use master pages and guides to design a document's layout. You will wrap text around graphics, apply transparency effects to graphics, and create sophisticated tables. You will also prepare documents for hand-off to commercial printers and create Acrobat PDF files.

Pre Requisites:

A basic understanding of the computer operating system you are using.

DAY 1

InDesign Environment

- InDesign interface
- Preferences & Shortcuts
- Global vs document defaults
- Basic Concepts and Techniques
- Document Navigation
- File Information
- Smart Cursors
- Tool Hints panel

Basic Documents

- Document Setup
- Bleed and Slug setup
- Document presets
- Multiple page sizes and Custom page sizes
- Adding pages
- Targeting pages
- Spread view rotation
- Margins, columns, grids, Smart Guides and Guides
- Frame based grids
- Smart Dimensions and Smart Spacing

Saving & Exporting

- Difference between Document & Template
- Saving File (Copy, Revert, Version)
- Export file formats
- Browsing Bridge and Mini Bridge

Graphic Placement

- Placing and Manipulating Graphics
- Integration with Adobe Photoshop, Illustrator, PDF and other graphic formats
- Placing Multiple Files
- Links Panel
- Fast Frame Fitting
- Content Grabber
- Live Distribute

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Gap tool
Grid place enhancements
Live captions from metadata

Page Elements

Create and use graphic & text placeholders and containers
Item Duplication
File Formats
Alignment
Arrangement & Selections
Find & Change
Applying Fills and Strokes to Frames and Type
Custom Strokes
Quick Applying of Attributes

Importing and Threading Text

Importing Text (Word, Excel, PDF, other)
Threading Text & Splitting Text
Changing Text Threads
Word Count Facility

Spelling & Custom Dictionaries

Spelling
Auto Correct
Create a User Dictionary
Import a Word List into a User Dictionary
Manage Text

Colors, Swatches, and Gradients

Colors, Swatches, and Gradients
Select Colors Using the Color Picker
Load and Save Swatches Using the Swatches Panel
Exchanging Swatches between Applications

DAY 2

Shapes & Frames

Drawing Shapes and frames
Pathfinder and compound paths
Path Manipulation
Modifying and resizing objects
Converting Shapes
Duplicating objects into a grid

Bézier Shapes

Bézier Paths
Compound Paths
Clipping Paths

Master Pages & Templates

Difference between Masters & Templates
Creating and Applying Masters
Basing Master Pages on Existing Master Pages
Applying Master Pages to Multiple Document Pages
Overriding Master Page items

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Layers

Creating layers
Viewing & locking layers
Stacking & rearranging layers
Selecting, copying, merging & flattening layers

Effects

Applying Transparency Effects and Blending Modes
Applying Effects eg. Drop Shadows and Feathering
Editing Effects
Live corner effects

DAY 3

Text Manipulation

Open Type Fonts
Glyphs Panel
Special Characters, Inserting white spaces, Breaks
Text Wrap
Type on path
Auto Page Numbering
Bullets & Numbering
Span or split columns
Balanced columns
Vertical justification

Formatting Type

Character Formatting (Tracking, Kerning, Sizing, Leading, Case Position, Skew, Scale, Underline)
Paragraph Formatting (Alignment, Indenting, Drop Cap, Paragraph spacing)
Story Editor vs. Story Panel
Tabs
Composition, Hyphenation, and Justification
Inline Graphics
Creating Character & Paragraph Styles
Local Overrides in Styles
Basing One Style on Another
Importing and Redefining Styles

Using Tables

Creating Tables
Formatting Tables
Importing tables from Excel
Creating and applying Named Ranges

Creating Acrobat PDF Files

PDF Files for the Web and Email
PDF Presets
PDF Files for Printing

Output and the Print Dialog Box

Exploring the Print Setup Options
Output preview
Print Presets
Color Separation Print Settings