

tel 011 782 4297
fax 086 511 3343
109 3rd street, linden, 2195
po box 44007, linden, 2104



e-mail: msd@imsd.co.za
website: www.imsd.co.za

InDesign CS5.5 Course Outline

Duration: 3 Days

Related Courses:

Illustrator, Photoshop, Acrobat

Course Overview and Objectives

Adobe InDesign CS5.5 is a robust and easy-to-use design and layout program. You will learn how to 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. Learn how to wrap text around graphics, apply transparency effects to graphics, and create sophisticated tables. Finally, prepare documents for hand-off to commercial printers and create Acrobat PDF files, take documents to the Web or tablets.

Pre-requisites:

An understanding computers and operating systems.

InDesign Environment

- InDesign interface
- Preferences & Shortcuts
- Basic Concepts and Techniques
- Document Navigation
- Smart Cursors
- Tool Hints panel

Basic Documents

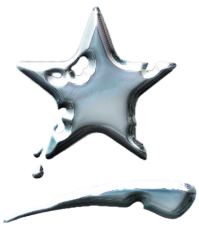
- Document Setup
- Bleed and Slug setup
- Document presets
- Multiple page sizes and Custom page sizes
- Adding pages
- Targeting pages
- Spread view rotation
- Margins, columns, grids, guides and smart guides
- Smart Dimensions and Smart Spacing

Saving & Exporting

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

Working with graphics

- Placing and Manipulating Graphics
- Integration with Adobe Photoshop, Illustrator, PDF and Flash
- Placing Multiple Files
- Links Panel
- Fast Frame Fitting
- Content Grabber
- Live Distribute
- Gap tool
- Grid place enhancements
- Live captions from metadata



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Page Elements

- Create and use graphic & text placeholders and containers
- Item Duplication
- Alignment
- Arrangement & Selections
- Find & Change
- Applying Fills and Strokes to Frames and Type
- Custom Strokes
- Quick Apply
- Object Styles

Working with type

- Importing Text (Word, Excel, PDF, other)
- Threading Text & Splitting Text
- Changing Text Threads
- Word Count Facility
- Spelling
- Auto Correct
- Manage Text

Colours, Swatches, and Gradients

- Colours, Swatches, and Gradients
- Select Colours Using the Colour Picker
- Load and Save Swatches Using the Swatches Panel
- Exchanging Swatches between Applications

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

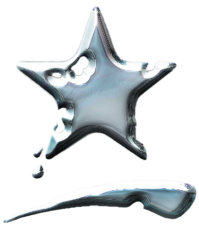
- Bézier Paths
- Compound Paths
- Clipping Paths

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

Organising your work with Layers

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



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Using Effects

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

Creating beautiful typography

- 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
- Importing and Redefining Styles

Using Tables

- Creating Tables
- Formatting Tables
- Importing tables from Excel
- Creating and applying Named Ranges
- Table and Cell Styles

Creating Acrobat PDF Files

- PDF Files for online consumption
- PDF Presets
- PDF Files for Print

Output and the Print Dialogue Box

- Exploring the Print Setup Options
- Output preview
- Print Presets
- Colour Separation Print Settings

* Please note that we offer free electronic support to clients on content covered on our courses.