Corporate Training Solutions Australia

InDesign CC
Essentials

Overview:

This course is designed for people who wish to master the fundamentals of InDesign CC. This hands-on course covers many advanced features including tips and techniques for using the Design Tools.

Prerequisites:

There are no specific knowledge of InDesign required.

Who should attend:

This course is designed for new users of InDesign CC who needs to use InDesign to create documents such as advertisements, flyers, brochures or newsletters.

Benefits:

Learn InDesign's Interface & Preferences, Document Setup & Navigation, and Document Shortcuts
Work with Text including Styles, Working with Objects, including images
Work with Colour for digital and offset printing, Creating Master Pages
Design Forms, Creating Tables and Import Graphics
Prepare for Print & Exporting PDFs

Learning Outcomes:

• Learn the basis of page setup and design
• Use the interface to assist with layout
• Add pages to a document.
• Setup master pages including a master spread
• Apply master pages
• Using layers and master pages
• Format text and paragraphs
• Manage text flow
• Create and work with Tables
• Prepare for print
• Export to PDF
• Add Graphics and other objects
• Work with colour and transparency
• Using Styles

Version(s):

2017, 2019, 2022, CS6

2 days

$ 990.00

Course times:

9:00am-4:30pm

Delivery Options

Public Schedule   Live Online

Group Training   In-house

Certificate upon Completion
Non-accredited course

To book this course:

Call: 1300-2-GO-CTS
Web: www.ctstraining.com.au
Email: info@ctstraining.com.au

Content:

The Work Area

- Starting InDesign and the InDesign work area
- Changing magnification levels
- Navigating through a document
- Working with layers

Page Layout

- Creating a new document
- Open/Save documents
- Setting basic layout options
- Grids, Guides and rulers
- Pages and Spreads and adding Pages
- Defining Sections
- Numbering Pages
- Adding Section Marker Text

Working with Masters

- Editing Master pages
- New Master pages & Master Spreads
- Applying Master pages & spreads
- Over-riding Master page items
- Layers and Master pages
- Adjusting layouts

Working with Text

- Creating Text Frames and setting options
- Linking and unlinking text frames
- Cutting and pasting text frames
- Adding a new frame to a story
- Flowing text
- Adding & Editing text
- Checking Spelling
- InDesign tagged text
- Aligning Text vertically
- Threading Text

Typography

- Character formatting
- Letter,word spacing and Kerning
- Fills and strokes
- Paragraph formatting, alignment and indents
- Bullets and Numbering
- Styles
- Copying Styles from other documents

Text and Graphics

- Page Rules
- Text wrap
- Converting Text to Outlines
- Inline Frames
- Placing Text on a Path
- Using graphics from other programs
- Managing links
- Placing a Photoshop file
- Placing a PDF file

Drawings

- Drawing basic shapes
- Points and Paths
- Using the Pencil and Pen tools
- Drawing curved segments
- Drawing techniques
- Creating compound paths
- Smoothing paths
- Erasing paths
- Corner effects
- Strokes, fills and gradients

Transforming

- Moving objects
- Scaling
- Rotating
- Reflecting
- Shearing
- Locking objects into position
- Aligning and distributing objects

Colour and Transparency

- Seeing colour, printing colour
- Colour management
- Apply colour & gradients to objects
- Creating a Tint
- Creating a spot colour
- Applying colour to text
- Applying transparency settings

Tabs and Tables

- Setting Tab stops
- Creating Tab leaders
- Inserting tabs
- Creating and using tables
- Navigating a table
- Adding graphics to tables
- Formatting text in tables
- Setting Borders, strokes and fills

Output

- General Printing controls
- Scale and Fit
- Printing Postscript to disk
- Preflight and package
- Exporting to PDF