



Adobe InDesign

INDESIGN TRAINING COURSE SYNOPSIS

World Class documents begin with world class people using world class software. InDesign produces the best designed publications in the world for print, PDF distribution and now EPUB and tablets. Learn to use InDesign to create marketing materials that transform your organizations communications. Learn to create proposals that sizzle, catalogs that sell, and top notch magazines, newsletters and documents of all sorts. In this beginning course, you will learn type controls, graphics file management, layers and document setup and more as you become a capable and effective InDesign literate professional.

PREREQUISITES FOR THIS INDESIGN TRAINING COURSE

This class is appropriate for novice to intermediate level users of InDesign. It is expected that users have a basic understanding of why and how they expect to use InDesign for publishing their documents. Bringing samples of desired or previous work is helpful but not required. We also recommend that you have the Adobe InDesign software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe website.

WHAT YOU WILL LEARN IN THIS INDESIGN TRAINING COURSE

Navigating within InDesign
Creating and Formatting Text
Working with Layers
Adding Graphics
Working with Color
Working with Master Pages
Formatting with Styles
Creating and Editing Tables
Output and PDF Exporting
Working with Long Documents
Converting Quark Documents
Preflighting and Packaging

INDESIGN TRAINING COURSE LENGTH AND TIME

This class is 2 days long. Class time is 9:00 a.m.- 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

LOCATIONS FOR THE INDESIGN TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS INDESIGN TRAINING COURSE

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

INDESIGN COURSE - ENROLLMENT.

Please see our Enrollment Page (http://www.ledet.com/enroll) for our enrollment form.



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LESSON 1 - INTRODUCING THE WORKSPACE

Looking at the workspace
Working with panels
Customizing the workspace
Changing the magnification of a document
Navigating through a document
Using context menus
Using panel menus
Modifying Interface preferences
Exploring on your own

LESSON 2 - GETTING TO KNOW INDESIGN

Viewing guides
Preflighting as you work
Adding text
Working with styles
Working with graphics
Working with objects
Working with object styles
Viewing the document in Presentation
mode
Exploring on your own

LESSON 3 - SETTING UP A DOCUMENT AND WORKING WITH PAGES

Creating and saving custom document settinas Creating a new document Switching between open InDesign documents Working with master pages Applying master pages to document pages Adding new document pages Rearranging and deleting document pages Changing the size of pages Adding sections to change page numbering Overriding master page items on document pages and placing text and graphics Viewing the completed spread Exploring on your own

LESSON 4 - WORKING WITH OBJECTS

Working with layers Creating and modifying text frames Creating and modifying graphics frames Adding metadata captions to graphics frames

Placing and linking graphics frames
Changing the shape of a frame
Wrapping text around a graphic
Modifying the shape of frames
Transforming and aligning objects
Selecting and modifying grouped objects
Creating a QR code
Finishing up
Exploring on your own

LESSON 5 - FLOWING TEXT

Flowing text into an existing frame
Flowing text manually
Creating text frames while flowing text
Creating threaded frames automatically
Flowing text automatically
Applying paragraph styles to text
Adjusting columns
Adding a jump line page number
Exploring on your own

LESSON 6 - EDITING TEXT

Finding and changing a missing font
Entering and importing text
Finding and changing text and formatting
Checking spelling
Editing text by dragging and dropping
Using the Story Editor
Tracking changes
Exploring on your own

LESSON 7 - WORKING WITH TYPOGRAPHY

Working with fonts, type styles, and glyphs Fine-tuning columns
Changing paragraph alignment
Creating a drop cap
Adjusting letter and word spacing
Adjusting line breaks
Setting tabs
Adding a rule above a paragraph
Working with paragraph shading
Exploring on your own

LESSON 8 - WORKING WITH COLOR

Managing color Defining printing requirements Creating colors Applying colors Working with tint swatches Working with gradients Working with color groups Exploring on your own

LESSON 9 - WORKING WITH STYLES

Creating and applying paragraph styles Creating and applying character styles Nesting character styles inside paragraph styles

Creating and applying object styles Creating and applying table and cell styles Globally updating styles Loading styles from another document Exploring on your own

LESSON 10 - IMPORTING AND MODIFYING GRAPHICS

Adding graphics from other programs Comparing vector and bitmap graphics Managing links to imported files Updating revised graphics Adjusting display quality Working with clipping paths Working with alpha channels Importing native Adobe graphics files Using an InDesign library to manage objects
Using Adobe Bridge to import graphics Exploring on your own

LESSON 11 - CREATING TABLES

Creating a table
Converting text to a table
Changing rows and columns
Formatting a table
Adding graphics to table cells
Creating a header row
Creating and applying table and cell styles
Exploring on your own

LESSON 12 - WORKING WITH TRANSPARENCY

Importing and colorizing a grayscale image Applying transparency settings Adding transparency effects to imported vector and bitmap graphics Importing and adjusting Illustrator files that use transparency Applying transparency settings to text



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Working with effects Exploring on your own

LESSON 13 - PRINTING AND EXPORTING

Preflighting files
Packaging files
Creating an Adobe PDF proof
Previewing separations
Previewing how transparency effects will
be flattened
Previewing the page
Printing a laser or inkjet proof
Using the Ink Manager
Exploring on your own

LESSON 14 - CREATING ADOBE PDF FILES WITH FORM FIELDS

Adding form fields Exporting an interactive Adobe PDF file Exploring on your own

LESSON 15 - CREATING A FIXED-LAYOUT EPUB

Creating a new document for fixed-layout export
Adding animation
Adjusting the timing of animations
Adding multimedia and interactive elements
Exporting an EPUB file
Exploring on your own