swanston IT

Adobe InDesign
Introductory Level

Duration: 1 day

What you will learn:

The skills to create effective and professional page layout for publications.

After completing this one-day course, students will know how to:

- Start and close InDesign; open, create, save, and close files; and navigate InDesign's toolbox and palettes
- Set up a document; create and edit Master page items; set margins and columns
- Import text; place and move text; format characters and paragraphs
- Draw paths; place text on a path
- Use tools to draw shapes and frames; specify frame options; resize, reposition and rotate frames and objects
- Fit content to frame; change frame content
- Work with type; change font size and leading; adjust character attributes
- Use style sheets; modify style sheets
- Import graphics; resizing and editing objects; updating
- Draw tables; import tables from Word; format cells, rows and columns

The target student for this course should be comfortable using a personal computer and working within either the Microsoft Windows or Macintosh environments. The target learner for this course is someone who has little previous experience of Adobe InDesign. We recommend that students familiarise themselves with the InDesign interface before attending.

The InDesign Interface

- Exploring the InDesign environment
- Overview of the Toolbox
- Document setup

Page Layout

- Master pages
- Margins, columns and guides
- Arranging objects

Working with Text

- Text frames
- Typeface, style and size
- Formatting
- Character attributes

Styles

- Applying style sheets
- Modifying style sheets

Working with Graphics

- Importing graphics
- Links
- Editing and updating

Working with tables

- Adding tables
- Modifying tables
- Formatting tables

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