

Indesign training

DAY 1

- Introduction
- New Document
- Application Window/Toolbox
- Setting Preferences
- Navigation
- Conversion of Quark Xpress documents
- Page layout and quick navigation
- User Interface
- Text & Images
- Inputting/Editing Type
- Importing Images
- Importing Multiple Images
- Story Editor
- Manipulating Frames/Boxes
- Editing Files
- Using Find/Change
- Spell checking (inc. languages)
- Linking Text & Image files
- Exporting files to other formats (SWF, XFL)
- Creating PDF files
- Printing
- Combining Objects
- Layout basics
- Multiple columns/Threading frames
- Text Wrapping
- Text Frame options
- Master Pages
- Smart Spacing
- Smart Cursors
- Smart Dimensions
- Layers
- Creating Layers
- Ordering Layers

DAY2

- Colour
- Colour Theory
- Creating/Importing Colours
- Strokes, Fills & Gradients
- Creative Effects
- Using Transparency
- Formatting Text
- Paragraphs
- Tabs
- Rules
- Hyphenation
- Inline Graphics (graphics within text)
- Importing & Modifying Graphics
- Using Clipping Paths and Channels (Cutouts)
- Importing from Libraries
- Importing from Bridge
- Advanced Layout
- Paragraph & Character Styles
- Nested Style Sheets (auto style sheet application)
- Tables
- Creating Tables
- Table & Cell styles
- Importing Tables
- File Management
- Checking font and picture usage
- Live Preflight checks
- Packaging (Preparing to print)
- Collaborative Working
- Placing InDesign files within
- InDesign Files
- Creating a Contact Sheet
- Using Conditional Text
- Smart Text Reflow
- An overview of Indesign Plugins