

# InDesign CS5 : The Essentials

*InDesign is the industry standard DTP package for newsletters, leaflets, magazines, books and posters*

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## Audience

This is an in-depth InDesign course and is for new users or those who are self-taught. Experienced InDesign users will discover many new techniques and hidden tools.

## Objectives

At the end of the course delegates will be able to:

- ✔ Setup a new document and work with pages
- ✔ Enter, import and edit text
- ✔ Flow text throughout a document and apply typography tools and techniques
- ✔ Work with colour, creating colour swatches, applying gradients
- ✔ Create and apply styles for document consistency
- ✔ Import images and graphics
- ✔ Flow text around images and objects

## Course Content

### WORKING ENVIRONMENT

- ✔ Interface – Tool Panel
- ✔ Document Setup – creating and saving a document
- ✔ Workspaces and Panels
- ✔ Control Panel
- ✔ Ruler guides
- ✔ Zooming and Scrolling
- ✔ Page Tool

### BUILDING PAGES AND WORKING WITH TEXT

- ✔ Frames
- ✔ Selection techniques
- ✔ Moving, resizing objects
- ✔ Control and Transform Panels
- ✔ Lines
- ✔ Edit – Cut, copy, paste and Clear commands
- ✔ Smart Guides, Drawing Grids, Gap Tool, Live Corners
- ✔ Entering and importing Text
- ✔ Highlighting Text
- ✔ Text Threads
- ✔ Glyphs
- ✔ Special characters, white space

### CHARACTER AND PARAGRAPH SETTINGS

- ✔ Fonts, size, style
- ✔ Leading, Kerning and Tracking
- ✔ Indents, paragraph spacing
- ✔ Bullet points and lists
- ✔ Alignment, aligning to a baseline grid
- ✔ Hyphenation
- ✔ Options and Breaks
- ✔ Text compositors
- ✔ Paragraph rules

### STYLES

- ✔ Benefits of using styles
- ✔ Creating character styles
- ✔ Creating paragraph styles
- ✔ Setting parent and child styles
- ✔ Applying styles
- ✔ Copying Styles
- ✔ Document and default styles

### IMAGES

- ✔ Placing an image – graphic frames
- ✔ Importing, resizing and cropping graphics
- ✔ Fitting options
- ✔ Image Links
- ✔ Managing Links
- ✔ Using in line graphics
- ✔ Wrapping Text around graphics

- ✦ Irregular Text Wrap
- ✦ Type on a Path
- ✦ Clipping paths

## **OBJECTS**

- ✦ Understanding Layers
- ✦ Stacking Order
- ✦ Creating Layers
- ✦ Moving objects between layers
- ✦ Layer visibility
- ✦ Groups
- ✦ Aligning and distributing objects
- ✦ Object anchors

## **PAGE PANEL AND MASTER PAGES**

- ✦ The Page Panel
- ✦ Inserting and deleting pages

- ✦ Repositioning document pages
- ✦ Setting Master Pages
- ✦ Add and Delete Master Pages
- ✦ Automatic Page Numbering
- ✦ Over-riding Master Page Objects
- ✦ Applying master pages
- ✦ Using hierarchical master pages

## **PAGE LAYOUTS**

- ✦ Margins
- ✦ Layout Grid
- ✦ Custom Guides
- ✦ Multi column layouts
- ✦ Frame Based columns
- ✦ Page Based Columns