



## Prerequisites:

Basic computer and mouse skills

## Who Should Attend:

This course for designers looking to use Adobe's powerful page layout application.

## Course Duration:

3 days. Class time is 9:00 am – 4:30 pm.

There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

## Related Training:

 Adobe InDesign CS5: Advanced Production Techniques

 Adobe Photoshop CS5

 Adobe Illustrator CS5

## Adobe InDesign CS5: Comprehensive Essentials of InDesign

This course introduces Adobe InDesign CS5, a design and page layout tool for creative professionals. In this three-day class you will learn the basics of page layout, how to create text and import text and graphics. You'll understand how text wraps around graphics and how to link text from one page to another. Production shortcuts are discussed and exercises are used extensively to reinforce the skills learned.

## Instructor:

Our instructor, Virginia Brodie has a Bachelor of Arts in Trade Technical Education. Her 20+ years of practical experience in all facets of print production give her industry-relevant knowledge and skills that flow to her students. Virginia has been training at Digital Training & Designs for eleven years and teaches Adobe Photoshop, Adobe InDesign, Adobe Illustrator, and QuarkXPress. She is Adobe certified to teach Adobe Photoshop, Adobe InDesign, and Adobe Illustrator. In June of 2008 Virginia was ranked as one of the top five Adobe trainers worldwide. She also ranked in the top 5 in 2007.

*This outline is flexible and may change to accommodate student skills and interests.*



### Workspace

- Exploring The Interface
- Customizing and Saving the Workspace
- Using the Control Panel and the Floating Panels
- Understanding the Pages Panel

### Documents

- Employing Rulers and Guides
- Activating Display Performance
- Previewing Documents
- Examining the Pre-flighting Panel
- Saving Files
- Printing Files
- Setting Preferences
- Generating Document Setup Presets
- Defining Bleed and Slug Areas
- Using Library Elements in a Project
- Using Find and Change to Quickly Edit a Document
- Printing a Booklet
- Creating a PDF Document
- Packaging Jobs for Output or Handoff
- Utilizing Master Pages

### Objects

- Creating And Manipulating Frames
- Selecting Objects
- Filling and Stroking Objects
- Making Lines and Shapes
- Moving Objects Using Methods Such As Nudge
- Exploring Proxy Positioning
- Applying Corner Effects
- Aligning Strokes Around Frames

- Redefining the Content of Any Frame
- Aligning And Distributing Object
- Grouping Objects
- Understanding Stacking Order
- Using Text Wrap
- Introducing the Use of Transparent Objects

### Images

- Placing images
- Cutting, Copying, Pasting images
- Sizing and Cropping images
- Linking and Embedding Graphics
- Explaining and Identifying Image Resolution

### Color

- Differentiating Uses for Spot And Process Color
- Working With the Swatches Panel
- Loading Swatches for Color Libraries
- Employing Tints
- Creating Gradient Fills
- Mixing CMYK Colors

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## Type

- Recognizing Serif and Sans Serif Fonts
- Using Picas and Points
- Applying Character And Paragraph Formatting
- Recognizing, Finding And Replacing Substituted Fonts
- Incorporating Text Frame Options
- Formatting Character and Paragraph Styles
- Flowing Text Between frames and onto Multiple Pages
- Linking and Unlinking Frames
- Checking Spelling
- Applying Special Effects to Frames and Text
- Using Columns
- Working With Tracking/Kerning
- Creating Drop Caps
- Utilizing Paragraph Rules
- Loading Styles from Existing Documents
- Using Glyph Characters in a Project
- Identifying and Controlling Widows And Orphans

## Tabs And Tables

- Utilizing the Tabs Ruler
- Understanding Various Tab Alignments and Their Uses
- Creating Tables
- Comparing the Use of Tabs and Tables
- Inserting Tables
- Converting Text to Tables
- Filling and Stroking Table Cells
- Formatting Text Within a Table
- Selecting Tables, Rows, Columns, and Cells
- Creating Tabs Within a Cell
- Merging, Splitting Cells
- Distributing Rows and Columns

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