



# InDesign 101: Rookie

**Level:** Introduction  
**Duration:** 2 Days  
**Time:** 10 AM - 5 PM  
**Cost:** £497 ex VAT

## Overview

Managing the InDesign workspace  
Working with the 'swatches' window  
Working with text  
Working with images  
The 'pages' window  
Managing multiple documents  
Output from InDesign

## Description

Imagine being able to create documents of many types, from single page advertisements and flyers, to complex multi-page colour publications after just 2 days of training! That's what you'll be able to do after you take the InDesign training course offered by Academy Class.

## Who is this course for?

This course is intended for graphic designers, creative professionals, print professionals, publishers, prepress professionals, and marketing communications professionals. It's focused on those creating layouts for print.

## Assumed Knowledge

Before taking this course, you should have a basic understanding of your computers operating system. For example; you should know how to launch an application, create and save files, and copy files from CD and other media.

## What you will learn

- \* Layout Text & Graphics in a Document
- \* Making use of InDesign Frames
- \* Share formatting and appearance attributes with Styles
- \* Manage linked files and missing Fonts
- \* Automate the workflow with Master pages
- \* Define Colours
- \* Tints & Gradients using the Swatches panel
- \* Output an Artwork for Prepress printing

## Outline

### Managing the InDesign workspace

- Zoom and scroll shortcuts
- Setting up a new document
- Working with rulers and guides
- Using 'layers'

### Working with the 'swatches' window

- The 'fill' and 'stroke' settings
- Creating, using and editing solid colours
- Creating, using and editing gradients
- Adding and converting Pantone colours

### Working with text

- Importing text
- Creating new paragraph styles
- Applying styles to text
- Editing styles
- Flowing text through multiple frames
- Creating 'placeholder' frames
- CS5 text options
- The 'glyphs' window
- Using the 'tab' command

### Working with images

- The 'place' command
- Resizing images and frames
- Rotating objects
- Using 'text wrap'
- Managing object layers
- Creating special effects
- Transparency
- Shape and corner options

### The 'pages' window

- Adding and deleting pages
- Working with master pages
- Creating automatic page numbering
- Creating new numbering sections
- Using multiple master pages

### Managing multiple documents

- Templates and libraries
- The 'book' option
- Importing swatches
- Using Adobe Bridge

### Output from InDesign

- The 'preflight' window
- Creating a lo-res PDF for web
- Creating an interactive lo-res PDF
- Creating a hi-res PDF for print