



# Indesign Jumpstart - zero to HERO

**Level:** Fast Track - Introduction to Intermediate  
**Duration:** 5 Days  
**Time:** 10 AM - 5 PM  
**Cost:** £997 ex VAT

## Overview

- Setting Up Your Document
- Working with Frames
- Importing and Editing Text
- Working with Graphics
- Page Layout tools
- Outputting and PDF Export
- Enhancing your Workflow
- Advanced Typography
- Mastering Tables in InDesign
- Drawing Vector Graphics
- Advanced Outputting & XML Export

## Description

Imagine being able to create documents of many types, from single page advertisements and flyers, to complex multi-page colour. And then later being able to improve on your existing InDesign skills by being able to use additional techniques to manipulate text, pictures, and pages. Control type formatting, create and edit graphics, and create and modify layouts with efficiency and accuracy - all after just 4 days of training!

## 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

You'll learn to become comfortable when working with Layout Text & Graphics in a Document while making use of InDesign frames, share formatting and appearance attributes with styles, manage linked files and missing fonts, automate the workflow with Masterpages, define colours, tints and gradients using the swatches panel, output an

artwork for prepress printing, manipulate long documents as books, work with tables inside of InDesign, create interactive PDF documents, utilise the automation features inside of InDesign, use XML to tag document elements according to their content.

## Outline

### Setting Up Your Document

- Be precise with Rulers and Guides
- Add, move & shuffle Pages in your Document
- Paginate Spread Pages
- Using Bridge to organise your creative assets and InDesign Libraries to share them

### Working with Frames

- Place Text & Graphics on the Document Pages
- Applying Colours
- Tints and Gradients
- Get creative with the Stroke panel
- Shapes & Corner options inside of InDesign
- Transforming Frames Content
- Changing the default Transparency
- Share the Appearance attributes with Object Styles

### Importing and Editing Text

- Flowing Text & multiple Columns design
- Formatting with Character & Paragraph Styles
- Leading
- Spacing
- Tracking and Kerning
- Create Bulleted & Numbered lists
- Explore decorative Fonts & special Characters with Glyphs panel

### Working with Graphics

- Image quality & Display options
- Fitting or Clipping graphics with Frames
- Share Colours across the CS3 with Swatch Exchange Format
- Manage linked files & automate updating of your content
- Vector artworks inside of InDesign
- Goddies inside of the Effects panel

### Page Layout tools

- Using Placeholders
- Eyedropper and Master Pages for different workflow
- Aligning multiple Objects & working with Object Groups
- Wrap text around inline Objects while making use of Alpha Channels
- Be a professional with Baseline Grid alignment

### Outputting and PDF Export

- Understanding Bleed & Slug
- Differentiate between Spot & Process colours
- Create a Package to share InDesign Documents
- Manage missing Fonts
- Preflight for Prepress

#### Enhancing your Workflow

- Section Starts
- Prefixes & Page Numbering
- Exploring Find / Change command
- Data Merge & Text Variables for Dynamic Data
- Customise advanced Preferences
- Synchronizing Book Documents
- Indexing & Table of Content
- Discover Interactive PDFs with Hyperlinks
- Navigational Buttons
- embedded Sounds and Movies

#### Advanced Typography

- Style Overrides & making use of Story Editor
- Share Styles with Snippets
- Explore Nested Styles
- Creating Hanging Indents
- Hyphenation & advanced Justification options
- Understand Anchored Objects

#### Mastering Tables in InDesign

- Working with Tabulators
- Table & Cells formatting
- Placing Graphics inside a Table
- Link Tables from MS Office for automated updates
- Importing Graphs & Charts from MS Office

#### Drawing Vector Graphics

- Using the Pen
- Pencil & Scissor Tools to work with Bézier Curves
- Combine Shapes for complex Compound Paths
- Utilise Clipping Paths for CD/DVD label design
- Gradient Feather tool
- Importing & Colouring B&W Images

#### Advanced Outputting & XML Export

- Learn about ICC Profiles & Colour Management
- Manage Rendering Intents
- Transparency Flattener & Trapping
- Outputting an Interactive PDF

- XML Tagging & mapping Tags to Style