

ADOBE INDESIGN INTRODUCTION COURSE

Prerequisites:

Attendees should be familiar with a PC and the Windows environment and possess basic keyboard skills.

Duration:

This course is a one day course.

Getting Started

- The InDesign Environment

Basic Documents

- New documents
- Custom colours
- Item positioning

Structuring Multi-Page Documents

- Multi-Page documents
- Master Pages

Typesetting

- Text frame threading
- Paragraph formatting
- Styles

Modifying Items

- Text frames
- Graphics
- Grouped items
- Layers

Finalising Documents

- Outputting documents
- Commercial printing preparation
- Adobe Bridge
- Preferences and defaults