



InDesign CS6 – Level 1

InDesign – Level 1 is a two-day course in which you will discover the robust and easy-to-use design and layout features of this program. With InDesign you can create documents of many types, from single page advertisements and flyers, to complex multi-page color publications. In this course, you will learn the basics of creating documents with InDesign.

Target Student: Anyone who needs to use InDesign to create documents such as ads, flyers, brochures, or newsletters is an ideal student for this course.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured, hands-on activities.

Benefits: After completing this course, you will be able to build page layouts, create, modify and color text and picture frames, use master pages and automatic page numbering, as well as style sheets to save time and ensure consistency. Additionally you will understand how to create multiple-column documents with independent stories flowing throughout, format, align, wrap and curve text, import and manipulate images and graphics with precision, and prep documents for handoff to commercial printers.

What's Next:

InDesign – Level 2 Expand your production and layout skills with advanced techniques.

Illustrator – Level 1 Create gorgeous vectored line art illustrations and type effects using an array of shapes, blends and specialty filters.

Photoshop – Level 1 Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Use InDesign's palettes, tools, and navigation features to examine and alter documents.
- Create and modify text and picture frames.
- Use master pages and guides to design a document's layout and to add automatic page numbering.
- Import text from other applications, and create multiple-column documents with independent stories flowing throughout.
- Apply colors and gradients to text, lines, and frames.
- Format text (using fonts, sizes, type styles, and leading) and align text (using alignments, tabs, and indents).
- Create and apply both object, paragraph and character styles.
- Create Acrobat PDF files for the Web and for print.





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InDesign Workspace

- Looking at the workspace
- Working with panels
- Customizing the workspace
- Changing the magnification of a document
- Navigating through a document
- Using context menus

Setting up a document and working with pages

- Creating and saving custom document settings
- Switching between open InDesign documents
- Working with master pages
- Applying master pages to document pages
- Adding new document pages
- Arranging and deleting pages
- Placing text and graphics on the document pages
- Overriding master page items on document pages
- Changing the size of pages

Working with objects

- Working with layers
- Creating and editing text frames
- Creating and editing graphics frames
- Adding metadata captions to graphics frames
- Placing and linking graphics frames
- Changing the shape of a frame
- Wrapping text around a graphic
- Modifying the shape of frames
- Transforming and aligning objects
- Selecting and modifying grouped objects

Flowing text

- Flowing text into an existing frame
- Flowing text manually
- Creating text frames while flowing text
- Flowing text automatically
- Creating threaded frames automatically
- Resizing text frames automatically
- Adding a jump line page number

Editing text

- Finding and changing a missing font
- Entering and importing text
- Finding and changing text and formatting
- Checking spelling
- Editing text by dragging and dropping
- Using the Story Editor
- Tracking changes

Working with typography

- Adjusting vertical spacing
- Changing fonts and type style
- Fine-tuning Columns
- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and work spacing
- Setting tabs
- Adding a rule above a paragraph

Working with Color

- Managing color
- Synchronizing color settings in Adobe Bridge
- Specifying color settings in InDesign
- Displaying images at full resolution
- Proofing colors onscreen
- Defining printing requirements
- Creating and applying colors
- Working with gradients
- Creating a tint
- Creating a spot color
- Applying colors to text and objects

Working with Styles

- Creating and applying paragraph, character, nested and object styles
- Table and cell styles
- Updating styles
- Loading styles from another document