

InDesign CS3 Foundation

2 day course

Design and produce professional page layouts. Adobe® InDesign® CS3 software delivers powerful new features that allow you to explore more creative possibilities, experience greater productivity, and streamline repetitive tasks.

Course Description

This course uses the latest software and is delivered using training workbooks and examples that the delegate can take away at the end of the course. The course is designed with a balance of hands-on practical exercises, demonstrations, reviews and discussions to ensure that a firm grasp is achieved of the concepts and practical skills of InDesign.

This foundation course starts with program basics and quickly builds confidence and skills in navigating the application and using tools to create single and multiple page layouts. Original layouts are created from scratch and techniques using frames, typography, colour, styles, graphics and tables are practiced..

Who should attend?

This course is valuable for delegates with no or little experience of InDesign CS3 (or earlier versions such as CS2) who wish to gain a good working knowledge of the application within two days. The course content shown below lists what is covered during the two days and this includes all of the fundamental features of the software. The course is suitable for most situations where professional page layout skills are required.

The course runs from 9:30 am to about 4:30pm on each day.

What will I learn?

Skills to enable you to: Create page layouts from scratch, or edit existing layouts.

Design documents, enhance documents, add tables and finalize documents.

Use styles to achieve consistency and improve maintenance.

COURSE CONTENT

DAY 1

Managing the InDesign Environment

- Explore the InDesign Environment
- Customize the Workspace
- Set General and Interface Preferences

Setting Up Your Document

- Text frames
- Threading text in frames
- Graphics frames
- Layers

- Styles

Importing and Editing Text

- Creating and entering text
- Vertically aligning text
- Flowing text
- Working with styles
- Changing the number of columns on a page
- Loading styles from another document
- Checking spelling of a story
- Using the story editor

Typography

- Adjusting vertical spacing
- Changing fonts and type style

- Changing paragraph alignment
- Creating a drop cap
- Adjusting letter and word spacing
- Working with tabs
- Adding a rule below a paragraph

Colour

- Defining printing requirements
- Swatches panel

Applying colours to objects

- Creating dashed strokes
- Working with gradients

InDesign CS3 Foundation 2 day course (continued)

COURSE CONTENT

- Tints and spot colour
- Applying colour to text
- Using advanced gradient techniques
- Ensuring consistent colour
- Color management

DAY 2

Styles

- Paragraph styles
- Character styles
- Nesting styles
- Object styles
- Globally updating styles
- Loading styles from another document

Importing and Linking Graphics

- Vector and bitmap graphics
- Updating revised graphics
- Adjusting view quality
- Working with clipping paths

Adobe Bridge

- Managing objects
- Creating a library
- Importing graphics

Adding Tables

- Create a Table
- Modify a Table Structure
- Format a Table
- Create Table and Cell Styles

Finalizing Documents

- Check Documents for

Problems

- Print a Document
- Package Files
- Prepare PDF Files for Web Distribution