



Adobe InDesign The Basics Course Outline



Course aims:

This Adobe FrameMaker training course is designed for new users of Adobe FrameMaker with little or no previous experience of desktop publishing. Starting from first principles, delegates will be led through the procedures for creating new documents and modifying existing ones. At the end of the course, delegates will be able to use Adobe FrameMaker to create a range of simple documents including short design-intensive documents such as leaflets and newsletters, as well as single chapter books and brochures. If time permits, the use of the drawing tools, which allow the creation of complex vector-based artwork is also covered.

Pre-Requisites:

Before taking this course, students should be familiar with the basic functions of their computer's operating system. Students should also have basic word processing skills, such as copying and pasting text, formatting type, and so on. .

Who should attend:

This course is intended for those who need to use Illustrator to create illustrations, logos, advertisements, or other graphic documents.

Duration: 1 day

Getting started with the user interface	Introduction to InDesign, customize the workspace, setting preferences, managing document presets
Opening, creating and saving Indesign documents	Creating documents, editing layouts, changing the document's structure, working with master pages, placing text and graphic boxes, work with layers
Working with text	Add and edit text. Use the spell checker, change thread text Formatting characters and paragraphs. Work with styles.
Using colours, fills, gradients and strokes	Work with colour and swatches. Apply fills, gradients, and strokes
Applying transparency	Apply transparency and flattener presets
Using tables	Create, edit, modify and format tables
Printing documents	Print, preview and package files. Check documents for printing problems
Preparing documents for distribution	Prepare and manage pdf files for web distribution. Export pdf files for printing