PHOENIX
SOLUTIONS 4 ALL

Customised IT and Soft Skills training to suit your needs

InDesign CC 2015 Introduction Training Course

Audience

This course is designed for new users of InDesign, or those that have been self-taught.

Course Prerequisite

The user is not required to have prior experience of InDesign

Course Duration

This is a 2 day InDesign CC 2015 Introduction Course. The course starts at 09:30 and runs until 16:30

Course Locations / Schedule

This course can be run Onsite, at our London training centre or any preferred location in the UK. The course is run on a date that suits you! We do not run public scheduled courses.

Basics

- Creating and saving a document
- The InDesign approach to page - layout
- Overview of features
- InDesign compared to QuarkXPress
- Exploring the interface
- Overview of tools
- Overview of palettes
- Navigating through documents
- Zooming in and out
- Print Preview and Print

Working with text

- Text frames
- Importing text
- Character formatting
- Paragraph formatting
- Indentation of text
- Working with tabs
- Find and replace and Spell-checker
- Running text around an image
- Creating threads

Master pages

- How master pages work
- Creating master pages
- Applying master pages
- Setting page numbering
- Using hierarchical master pages

Styles

- Benefits of using styles
- Creating character styles
- Creating paragraph styles
- Setting parent and child styles
- Applying styles
- Importing styles
- Document and default styles

Working with graphics

- Graphic frames
- Overview of graphic formats
- Importing graphics
- Resizing graphics
- Cropping graphics
- Using the Links palette
- Using in-line graphics
- Wrapping text around graphics
- Using clipping paths

Longer documents

- Creating a table of contents
- Creating an index
- Using the Book palette
- Creating a book list
- Synchronising styles and colours
- Printing a book list
- Exporting a book list as PDF
- Page numbering across books
- Creating libraries
- Adding and using library elements
- Searching libraries

Special effects

- Placing text on a path
- Creating drop shadows
- Working with transparency
- Exporting transparency
- Blend modes
- Feathering
- Corner effects
- Creating multi-colour gradients
- Converting text to paths

Tables

- Creating tables
- Formatting tables
- Imported tab delimited text
- Importing Word tables
- Importing Excel tables
- Filling alternating rows or columns

Page layout

- Setting margins
- Using a layout grid
- Creating custom guides
- Multi-columns layouts
- Using frame-based columns

- Using page-based columns

Interactivity

- Automatically generating links
- Generating bookmarks
- Using the button tool
- Button options
- Choosing events
- Creating web links
- Embedding Flash video
- Exporting interactive PDFs

Typography

- Typographic shortcuts
- Using the Single Line Composer
- Using the Paragraph Composer
- Highlighting composition problems
- Creating hanging punctuation
- Manual kerning
- Using optical kerning
- Inserting special characters
- Creating drop caps
- Hyphenation and justification