

## **ADOBE INDESIGN CS (Creative Suite): 2 days £545 + vat**

### OVERVIEW:

This course is designed to familiarize users with the page layout and design features of InDesign. At the end of the course you will feel confident to produce single and multi-page documents.

### COURSE CONTENT

#### **THE INTERFACE**

- tools, palettes and menus
- customising keyboard shortcuts
- changing view sizes and navigating through a document

#### **CREATING DOCUMENTS**

- creating a new document
- opening and saving documents and templates
- using guides, rules and grids
- opening and creating master pages
- changing defaults and preferences

#### **CREATING OBJECTS**

- drawing shapes and lines
- selecting moving and duplicating objects
- the selection and direct selection tools
- using the transform palette
- changing size, proportions or orientation of objects

#### **WORKING WITH TEXT**

- how text frames work
- importing text
- text frame options
- threading text frames
- character and paragraph formatting
- basic hyphenation and justification
- using the eyedropper tool
- applying paragraph and character styles

#### **PATHS**

- drawing with the pen tool
- adjusting points and segments
- placing text on paths
- creating paths from text outlines

#### **MASTER PAGES**

- creating masters and based on masters
- adding automatic page numbering
- creating sections
- working with master page objects

#### **TRANSPARENCY**

- specifying transparency
- selecting blending modes
- adding drop shadows and feathering edges

#### **OUTPUTTING DOCUMENTS**

- preparing documents for printing
- printing options and styles
- exporting pdf files

#### **TABLES**

- working with indents and tabs
- creating, editing and formatting tables

#### **GRAPHICS**

- understanding graphic formats
- placing vector and bitmapped graphics
- fitting graphics in frames
- placing pdf files
- managing links
- wrapping text around graphics

#### **COLOUR**

- spot and process colour
- swatches palette and libraries
- creating tints and gradients
- applying colour to fills and strokes
- using the gradient tools on fills, strokes and text
- copying attributes between objects
- moving colours between documents
- sampling colours from imported graphics

#### **WORKING WITH OBJECTS**

- using layers
- stacking objects
- duplicating objects
- aligning and distributing objects

### **HEALTH AND SAFETY**

Furious Wolf endeavours to provide a comfortable and safe working environment for all students undertaking a course. Students are reminded to take a ten-minute break every 60 uninterrupted minutes of computer work. Short, frequent breaks are more beneficial than occasional longer ones. It is your responsibility to adjust your seating position before you start work.

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