



4D Group

InDesign Introduction

Who would benefit?

This course is for those who wish to use InDesign to produce professional documents with the features in this software.

Objective

By the end of the course, delegates will be able to put together complex documents.

Content

- **The Interface**
 - Single and facing masters
 - Tool Palette and Options bar
 - Changing views and navigating
 - Units and measurements
 - Fonts and paper size
- **Creating documents**
 - Creating a new document
 - Setting margin guides
 - Using guides, rules and grids
 - Changing defaults and preferences
- **Creating objects**
 - Drawing shapes and lines
 - Modifying existing objects
 - The selection and direct selection tools
 - Selecting, moving and duplicating objects
 - Aligning objects
- **Colour**
 - Understanding spot and process colour
 - SPOT, CMYK, RGB
 - The swatches palette
 - Creating tints and gradients
 - Applying colour to fills and strokes
 - Using the gradient tools.
- **Working with text**
 - How text boxes work
 - Placing and typing text
 - Text frame options
 - Threading text frames
 - Automatic text frame functions
- **Formatting text**
 - Font face/size/colour
 - Font alignment
 - Paragraph formatting
 - Leading, kerning and tracking
 - Creating drop caps.
 - Tabs and leaders
 - Creating paths from text outlines
- **Images**
 - Placing images
 - Resizing images
 - Image types
 - Clipping paths
 - Repairing broken links
- **Outputting documents**
 - Setting up documents for printing
 - Printing options and styles
 - Flight checking
 - Exporting PDFs

Duration

Two days