

Adobe INDESIGN CS4 ESSENTIALS

2 Day Course

New Adobe® InDesign® CS4 software breaks down the barriers between online and offline publishing. Create compelling print materials, immersive content for playback in the Adobe Flash® Player runtime, and interactive PDF documents—all with beautiful typography and stunning design.

Course Description

The course is designed with a balance of hands on practical exercises, demonstrations and reviews. Using the latest software on Mac and PC platforms each course is delivered with training material or reference for the delegate to take away.

The InDesign CS4 Essentials course starts from the program basics and quickly builds knowledge and confidence in how to navigate the application and use the tools to create layouts from single pages to complex multi-page documents. Artwork is created from scratch. Delegates will investigate ways to create creative layouts and production techniques.

Who should attend

This course is most suited to those delegates with no or little experience of InDesign CS4 (or prior versions back to version CS) who wish to gain a good working knowledge of the application within two days. The course content listed below indicates what is covered in the course and this should cover most aspects, whether for personal development plans or just greater understanding of the application.

The course is suitable for most jobs where professional page layout skills are required.

The course on each day runs from 9.30 am to approximately 4.30pm.

COURSE CONTENT

DAY 1

• Introduction

- New Document
- Application Window/Toolbox
- Setting Preferences
- Navigation
- Conversion of Quark Xpress documents
- Page layout and quick navigation
- User Interface

• Text & Images

- Inputting/Editing Type
- Importing Images
- Importing Multiple Images

- Story Editor
- Manipulating Frames/Boxes

• Editing Files

- Using Find/Change
- Spell checking (inc. languages)
- Linking Text & Image files
- Exporting files to other formats (SWF, XFL)
- Creating PDF files
- Printing
- Combining Objects

• Layout basics

- Multiple columns/Threading frames

- Text Wrapping
- Text Frame options
- Master Pages
- Smart Spacing
- Smart Cursors
- Smart Dimensions

• Layers

- Creating Layers
- Ordering Layers

For more information or to book a course please call 01926 436934

Adobe INDESIGN CS4 ESSENTIALS

2 Day Course (continued)

COURSE CONTENT

- **DAY2**
- **Colour**
 - Colour Theory
 - Creating/Importing Colours
 - Strokes, Fills & Gradients
 - Creative Effects
 - Using Transparency
- **Formatting Text**
 - Paragraphs
 - Tabs
 - Rules
 - Hyphenation
 - Inline Graphics (graphics within text)
- **Importing & Modifying Graphics**
 - Using Clipping Paths and Channels (Cutouts)
 - Importing from Libraries
 - Importing from Bridge
- **Advanced Layout**
 - Paragraph & Character Styles
 - Nested Style Sheets (auto style sheet application)
- **Tables**
 - Creating Tables
- Table & Cell styles
- Importing Tables
- **File Management**
 - Checking font and picture usage
 - Live Preflight checks
 - Packaging (Preparing to print)
- **Collaborative Working**
 - Placing InDesign files within InDesign Files
 - Creating a Contact Sheet
 - Using Conditional Text
 - Smart Text Reflow

- Introduce you to the basic principles of graphics, resolution & colour
- Provide an overview of the application, keyboard short cuts etc
- How to import and manage images and text
- How to effectively create multi-page documents
- How to check, preview and prepare files for print

These skills will enable the user to create and edit artwork as diverse as posters, packaging, pos, newsletters, brochures, catalogues, manuals and even books.

What will I learn?

For more information or to book a course please call 01926 436934



AUTHORISED
Training Centre



Authorized
Training Center



QuarkAlliance™
Authorized Partner

