



Adobe INDESIGN CS4 ESSENTIALS

2 Day Course

Design professional layouts for print and digital publishing. Adobe InDesign CS4 software breaks down the barriers between online and offline publishing. Create compelling print layouts, immersive content for playback in the Adobe Flash Player, and interactive PDF documents.

Who should attend?

This course is most suited to those delegates with little or no experience of InDesign CS4 who wish to gain a good working knowledge of the application within two days. The course is suitable for most jobs where professional page layout skills are required and will enable the user to create and edit artwork as diverse as posters, packaging, pos, newsletters, brochures, catalogues, manuals and even books.

The course on each day runs from 9.30 am to approximately 4.00 pm. The course content is a general outline only and if required can be varied to meet your specific needs.

COURSE CONTENT

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
- 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

Colour

- Colour Theory
- Creating/Importing Colours
- Strokes, Fills & Gradients
- Creative Effects
- Using Transparency

Formatting Text

- Paragraphs
- Tabs
- Rules
- Hyphenation
- Inline Graphics (graphics within text)

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WHAT WILL I LEARN?

- Introduce you to the basic principles of graphics, resolution & colour.
- How to import and manage images and text.
- How to effectively create single and multi-page documents.
- How to check, preview and prepare files for print and digital output.



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2 Day Course - continued

COURSE CONTENT

Importing & Modifying Graphics

- Using Clipping Paths and Channels (Cutouts)
- Importing from Libraries
- Importing from Bridge

Advanced Layout

- Paragraph & Character Styles
- Object Styles

Tables

- Creating Tables
- Table & Cell styles
- Importing Tables
- Importing Data

File Management

- Checking font and picture usage
- Live Preflight checks
- Packaging (Preparing to print)

Collaborative Working

- Placing InDesign files within InDesign Files
 - Working with Illustrator Files
 - Working with Photoshop Files
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