

Adobe InDesign CS2 Introduction

Who	The Adobe InDesign Introduction course is suitable for those with no previous experience of the software or those who are self taught.
Why	You will learn how to produce documentation from design concept right through to output. Practical projects will range from creating single sided literature to longer publications incorporating text and graphic elements to achieve appropriate layouts. The course includes topics and theory sessions listed below which will give you a comprehensive understanding of features and processes involved in producing effective documentation. The cost of the course includes a Visual Quick Start book, 3 months telephone support, a certificate, refreshments and lunch.
Length	2 days

Introduction to the interface

- Overview of the toolbox
- Setting preferences
- Tiling windows
- Magnification and views

Specifying page attributes

- Document setup
- Setting margins and columns
- Locking column guides
- Adjusting document setup
- Using ruler guides
- Moving the zero point
- Using x and y references
- Locking a point in the proxy box
- Creating text frames
- Resizing, repositioning & rotating text frames
- Using the transform palette
- Grouping objects
- Grouped object display

Importing text

- Placing text files
- Linking and unlinking text frames

Introduction to typography

- Showing hidden characters
- Typeface, style and size
- Leading and spacing
- Formatting paragraphs
- Setting rules, drop caps and rotating text

Setting tabs and bullets

- Measuring tab positions
- Modifying tabs
- Setting bulleted paragraphs
- Automatic bullets and numbering

Proofing options

- Checking spelling
- Dynamic spell check
- Text AutoCorrect
- Using find and change

Styles

- Creating paragraph and character styles
- Applying the basic paragraph style option
- Applying style sheets
- Modifying style sheets
- Locally formatting a style
- Using the quick apply feature for character and paragraph styles
- Importing style sheets to a new document
- Selectively loading styles

Importing graphics

- Resizing graphics
- Combining text and graphics
- Setting a text wrap
- Duplicating objects
- Using arrangement options

Master pages

- Creating master pages
- Applying master pages
- Modifying master pages
- Inserting page numbering

Working with colour

- Using the colour palette
- Colour application
- Stroke and fill options
- Specifying a Pantone colour

Saving InDesign files

- Printing files
- Exporting as a PDF file

Related courses

- Adobe InDesign Tips and Tricks
- Adobe InDesign Advanced
- Adobe Illustrator Introduction