Adobe InDesign Training
Fast Track to InDesign CS6

Who Should Do This Course?

Anyone who needs to use InDesign to create documents such as advertisements, flyers, brochures or newsletters, but has little to no experience doing so, would be an ideal participant in this course.

Duration: 3 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion
• Training manual
• 12 months FREE email support
• FREE class re-sit (if necessary)

Why InDesign?

InDesign CS6 is the industry standard page layout software for demanding workflows, creating rich and complex documents, from single page advertisements and flyers to complex multi-page colour publications.

About The Course

This 3 day course aims to equip participants with the technical skills required to create full-colour, multi-page digital artwork for print. Starting with text frames, formatting, graphics and links, colours and libraries, students then move onto styles, layers, master pages, and templates. Instructors also show students how to generate book files and prepare documents for print and other media.

Content

Unit 1: Understanding the Interface

• InDesign CS6 Basics
• Start InDesign and Open a Document
• Change Page Views
• Scroll Using the Hand Tool
• Show and   Panels
• View Multiple Documents
• Workspaces
• Create and use Custom Workspaces
• New Documents
• Create a New Document
• Change Document Setup

• Text Frames
• Create a Text Frame
• Frame Tools
• Create Frames
• Preferences
• Change the Units and Increments to Inches

Unit 2: All about Text Basics

• Text Frames
• Set the Default Screen Mode
• Create a Text Frame
• Typing Text
• Type Text into a Text Frame

- Overset Text
- Work with Overset Text
- Formatting Text Frames
- Format a Text Frame
- Onscreen Editing
- Make Simple Edits
- Selecting Text
- Moving Text
- Cut, Copy and Paste Text
- Character Attributes
- Change Character Attributes

Unit 3: Adding Text and Formatting Paragraphs

- Document Presets
- Create a Document Preset
- Placing Text
- Place Text
- Drag and Drop Text into a Layout
- Paragraph Alignment
- Align Paragraphs
- Paragraph Spacing
- Create Multiple Columns
- Set a First Line Indent
- Add Paragraph Space
- Set Leading
- Set Paragraph Rules
- Bullets and Numbers
- Add Bullets to Text
- Set a Hanging Indent
- Edit the Bullet Position
- Add Custom Bullets to Lists
- Create Numbered Lists

Unit 4: Text Frames and Advanced Threading

- Placing Longer Text Files
- Flow Text Onto Multiple Pages
- Navigating MultiPage Documents
- Set Pages Panel Options
- Insert and Delete Pages
- Master Text Frames
- Work with a Master Text Frame
- Modify a Master Text Frame
- Step and Repeat, and Ruler Guides
- Use Step and Repeat
- Add Ruler Guides to the Page
- Threading Text Frames
- Use the Selection Tool to Thread Frames
- Unthreading and Changing a Thread
- Use the Selection Tool to Unthread Text Frames
- Thread Text Over Multiple Pages
- Thread Text Across Multiple Pages

- Thread Text into Shapes

Unit 5: Perfecting Text with Tab Stops, Strokes and Inset Spacing

- Tabs and Tab Stops
- Set and Move a Tab Stop
- Add a Tab Stop Leader
- Set a Decimal Tab Stop
- Use the "Align to Other" Tab
- Hanging Indents
- Create a Hanging Indent
- Apply Text Formatting Using the Eyedropper Tool
- Frame Strokes and Inset Spacing
- Add a Stroke to a Frame
- Add Inset Spacing
- Set Vertical Justification

Unit 6: Inserting Graphics and Clipping Paths

- Placing and Altering Images
- Place an Image
- Place an Image in an Existing Frame
- Move and Resize an Image
- Change the Scale of an Image
- Rotate and Skew an Image
- Resize the Frame and Graphic with the Mouse and Keyboard
- Clipping Paths
- Create a Clipping Path
- Clipping Thresholds and Inset Frames
- Customize a Clipping Path

Unit 7: Adding and Modifying Objects and Gradients

- Step and Repeat
- Use Step and Repeat
- Align Objects
- Grouping and Ungrouping
- Lock Position
- Resize a Group
- Smart Guides
- Combining Objects
- Compound Paths
- Stacking Order
- Pass through a Stack
- Shape Editing
- Change and Edit a Shape
- Add Arrowheads to a Line
- Change Frame Content
- Object Styles
- Create a Gradient Swatch
- Create an Object Style

Unit 8: Creating a One-Page Flyer and Preparing Print Ready Copy

- MultipleColumn Text Frames
- Create a Page Border
- Create a MultipleColumn Text Frame
- The Find/Change Command
- Use Find/Change
- Save a Query
- Paragraph Styles
- Create a Paragraph Style for the Body Text
- Add Ruler Guides
- Place a Graphic Onto the Page.
- Text Wrap
- Create a Text Wrap Around an Object
- Spell Check
- Check Spelling Dynamically
- Spell Check a Document
- Autocorrect
- Use Autocorrect
- Live Package
- Packaging a Document
- Create a PDF

Unit 9: CMYK Colors, Libraries and Adobe CS6 Bridge

- Working with Picas
- Change the Units and Increments
- Delete and Load Document Presets
- Create and Modify an Object
- CMYK Colours
- Add and use Process Colour
- Type and Format Text
- Libraries
- Create and use a Library
- Adobe Bridge
- Use Adobe Bridge

Unit 10: Master Pages, Page Numbering and Text Wrapping

- Creating Master Pages
- Create a Master Page
- Add Objects to a Master Page
- Add a Spread Guide
- Automatic Page Numbers
- Add an Automatic Page Number
- Duplicate and Rename Master Pages
- Layout Adjustment
- Enable Layout Adjustment
- Assign a Master Page
- Custom Text Wrap Around Objects
- Wrap Text Around an Image
- Edit a Text Wrap

Unit 11: Mastering InDesign CS6 Styles

- Creating and Using Styles
- Create a Body Text Paragraph Style
- Create a Headline Paragraph Style
- The Story Editor
- Use the Story Editor
- Editing Styles
- Orphan and Widow Control
- Set Keep Options
- Direct Formatting
- Apply Direct Formatting to a Paragraph
- Create a New Style Based on a Selection
- The Baseline Grid
- Lock Text to a Paragraph Grid
- Insert Drop Caps
- Character and Nested Styles
- Create and Nest a Character Style

Unit 12: Tracking, Kerning and Hyphenation

- Tracking
- Track Text
- Kerning
- Kern Letter Pairs
- Tracking in Layouts
- Use Tracking as a Layout Tool
- Hyphenation
- Adjust Hyphenation
- User Dictionaries
- Create User Dictionary Hyphenation Exceptions
- Work with Discretionary Hyphens
- Prevent Selected Text From Breaking

Unit 13: Tables with Styles

- Creating Tables
- Draw a Table
- Add Data, Columns and Rows
- Combine Cells and Format Text
- Format a Table
- Change Text Rotation and Cell Stroke Weight
- Place Graphics in Table Cells
- Converting Text to Tables
- Convert Text to a Table
- Scale a Table and Its Content
- Table and Cell Styles
- Create a Table Style
- Create a Cell Style
- Load Styles From an Existing Document

Unit 14: Fonts, Links and Templates

- Fonts and InDesign
- Use Find Font to Replace a Font
- Links to Graphics
- Use the Links Panel to Update a Graphic
- Templates
- Create and use a Template

Unit 15: Layers, Inline Graphics and Anchored Objects

- Working with Layers
- Create and Modify Layers
- Move Objects to Layers
- Hide and Show Layers
- Reorder Layers
- Inline Graphics
- Make an Inline Graphic
- Set Anchored Object Options
- Show Object Threads
- Create an Object Style

Unit 16: Creating Books

- Book Files
- Create a Book File
- Add Documents to a Book File
- Reorder and Remove Book Documents
- Synchronize Book Files
- Synchronize Selected Documents

Looking for course dates?

To view a full list of course dates, please visit our website at **www.dynamicwebtraining.com.au**
Alternatively please contact our office on **1300 888 724**