



# Adobe InDesign Essentials

## Print/Publishing Course

Tuition: \$359

1 Day Hands-on Course

In this class you will be presented with the essential concepts and skills to use Adobe InDesign effectively. Through hands-on practice, students will work with many techniques to get the most out of your experience. Whether you are a designer, prepress professional or just a beginner, you will find InDesign to be a powerful but intuitive page layout application.

**PREREQUISITES:** This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**WHO SHOULD ATTEND:** This course is geared toward all beginners or professionals working in print and graphic design.

### GETTING TO KNOW THE WORK AREA

Getting Started  
Work Area  
Customizing Your Workspace  
Navigating Your Document  
Selecting Objects

### SETTING UP YOUR DOCUMENT

Custom Page Settings  
Master Pages  
Rulers  
Frames  
Text Wrap  
Shapes  
Columns  
Sections  
Placing Text

### WORKING WITH FRAMES

Working With Layers  
Text Frames  
Graphics Frames  
Shapes

Position Tool  
Alignment  
Groups

### IMPORTING AND EDITING TEXT

Managing Fonts  
Text Formatting  
Styles  
Text Flow  
Loading Styles  
Find And Change  
Check Spelling  
Drag And Drop Text Editing

### WORKING WITH TYPOGRAPHY

Adjusting Vertical Spacing  
Baseline  
Spacing And Alignment  
Special Characters  
Drop Caps  
Applying A Fill And Stroke To Text  
Letter And Word Spacing

Adjusting The Kerning And Tracking  
Working With Tabs  
Creating A Hanging Indent

### WORKING WITH COLOR

Defining Printing Requirements  
Adding Colors To The Swatches Panel  
Applying Colors To Objects  
Creating Dashed Strokes  
Working With Gradients  
Creating A Tint  
Creating A Spot Color

