



Adobe InDesign CS5 - Level 1

Duration: 3 days

Authorised Training in Rosebank - Johannesburg



InDesign has become the program of choice for designers, publishers and corporate users who create documents that combine text and image. Although it's main focus is on printed output it is increasingly being used to design documents destined for electronic distribution.

OBJECTIVES: This course has been designed for users who need to understand and apply the basics of creating and outputting newsletters, brochures, flyers and other simple page designs.

InDesign and the Creative Suite.

The various components of the Creative suite and where InDesign fits in

The benefits of working with the Creative suite

What applications get installed and what they do.

Understanding the Digital Page

Understand how we visualise documents in a digital space.

Look at a variety of documents and recognise grids, guides and page sizes.

The Interface and the Objects

Demystify the jargon - and build a Workspace that you will use. Label Application and Document interfaces and establish general guidelines for menus

Resize, reposition and rework both text and image frames to build a layout



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Experiment with variations of theme using different Grid systems and guides



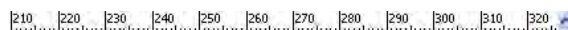
Create a simple text based document

Create a facing page document (User guide), enter and format text on the cover page. Continue by importing, and formatting longer pieces of text.

Streamline your work by setting auto-page numbering and global control over text using Paragraph styles.

Check spelling and "clean" text and reset page numbering to be aware of cover pages etc.

FOCUS: Text



Chapter 1: Getting started

Recommended workflow for InDesign documents

You can improve performance and prevent many problems by establishing a good workflow to use with Adobe InDesign.

Maintain a clean computer system

Over time, changes occur to software and hardware that can lead to performance loss and system problems. Defragmenting the hard disk, removing older versions of software, updating device drivers, optimizing memory, running virus protection

store them. If you've lems with broken li your linked files in your document. Inl to files you place in link is broken, InDe in the document's fi ment and its linked makes it easy to mo computer to anothe folder also ensures t original graphics w ment. If InDesign c graphic, it won't ref to the original grap the graphic poorly e



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Create an 8 page booklet

Continue from where we left off and create an 8 page brochure that incorporates image. Place, resize and precisely position image content. Work again with styles, import from an existing document and revise page numbering.



Create and apply Object styles

Fine tune your object knowledge by changing how a stroke appears on an object. Create various combinations of rounded corners and use the new Auto Caption feature. Save all of these object attributes into an object style that you quickly and easily apply to other objects on your document.



Objects, Layers and text along a path

Create a CD label. Focussing on drawing techniques, precise image placement and the use of registration colour. Learn how to position text along the curved shape of the CD.





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Create and prepare Corporate documentation for printed output

Create documents for a campaign, a Business Card and Postcard with strict colour requirements. Follow strict type guidelines with the use of Spot colours.

Mix different page sizes in one document and learn more about layering and positioning of text.



Using Tabs and Rules to line up text in a menu and format headings

Create a Menu where all headings have a rule below them extending to the edges of the indents. These rules move with the text. In the menu content area you will learn how to correctly set tabs so that items are separated from their prices and each price lines up across the menu. You will also learn how to set a leader character to make the information more accessible.

You will also use some of the basic transparency features to fade images.





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Need to Know for Print output

A run through of suitable image file formats and how best to prepare them so that they print at a high quality. Learn how to check and fix possible problems using the preflight panel. Build and save your own set of checks that InDesign will perform before going to print. (Custom Preflight profile)

Export documents for output.

Export a document as print ready PDF with crop marks. Do the same but for on screen viewing "proofing" from the client.

Export a document to Flash Player for interactive browser based viewing.



Create an archive for a job.

Copy all the assets for a job into a single folder. This includes fonts and images. Prepare the archive so that all image links are preserved and fonts load automatically on opening in CS5.

Preferences and key setups

A run through of the most important application setups for students to do in their own environment.



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