

INDESIGN

INTRODUCTION TO INDESIGN

- Create a new document
- Alter a documents layout
- Develop Master pages
- Develop Layers

MANAGING AND FORMATTING TEXT

- Add text
- Edit text
- Thread text
- Change text threads
- Placing a text document
- Placing a Word document

FORMAT CHARACTERS

- Format paragraphs with styles
- Manage Styles
- Based-on styles
- Exchanging styles
- Quick Apply

- Text wrap
- Rules

OBJECTS

- Arranging, aligning and distributing
- Transforming objects
- Duplicating
- Rotating
- Object Styles
- InDesign Snippets
- Links panel

SPECIAL EFFECTS

- Inner Shadow
- Bevel and Emboss
- Gradient Feather
- Inner Glow and Outer Glow

UTILISING COLORS AND SWATCHES

- Utilize colour
- Utilize swatches
- Create a custom swatch
- Apply swatches

- Exchange swatches

GRAPHICS

- File types
- Importing options
- Scale an image
- Crop an image
- Select inside a frame
- Target graphic inside frame
- Checking image resolution
- Understanding actual against effective
- The links panel
- Downsampling images for Adobe PDF

EFFECTS

- Inner Shadow
- Bevel and Emboss
- Gradient Feather
- Basic Feather
- Inner Glow and Outer Glow
- Removing transparency

CREATING ADOBE PDF FILES

- Prepare PDF files for web distribution
- Export PDF files for printing
- PDF/X-1a for global distribution
- Understanding the trim, art and bleed boxes

TABLES

- Importing data
- Creating a table
- Modifying a table
- Navigating a table
- Formatting a table

TABLE AND CELL STYLE

- Creating cell styles
- Creating table styles
- Applying table styles
- Style tips and tricks