



**Duration: 2 Days**

**Prerequisites:**  
Strong working knowledge of Windows or Mac.

**Learn the basics of page publication using Adobe InDesign CC.**

Find out how to create, modify and save documents.

Discover how to enter and edit text and add graphics.

Become skilled at importing and threading text.

Learn how to place images at the correct size and resolution for print use.

Find out how to prepare your document for printing or web viewing and how to create an Acrobat PDF file from your InDesign document.

This course includes a Photoshop component (approx 3.5 hours) to show you how to correctly size and optimise images for print use.

If time allows, we also look at basic image correction - repairing minor blemishes, colour correction, brightening dull images.

After lunch on day 2, you will be able to begin working on your own project or work with any of your existing InDesign documents.

We'll be there to guide you all the way!

## Adobe InDesign CC with Photoshop component

### THE BASICS

#### Work Space

- Using the Workspace
- Working with panels and menus

#### Navigating Documents

- Creating and saving new documents
- Effective zooming
- Switching between page views

#### Working with Pages

- Setting page margins and columns
- Viewing grids and guides
- Creating pages and spreads
- Creating and working with master pages
- Adding automatic page numbering

#### Working with Text

- Adding text with the Type Tool
- Importing content from Microsoft Word
- Threading text – manually and automatically
- Character formatting and paragraph formatting

#### Basic Styles

- Creating and applying character and paragraph styles
- Editing styles

#### Adding and Working with Graphics

- Using Photoshop to resize images and set resolution for print.
- Placing images into place holders in InDesign
- Understanding image Links
- Placing EPS logos and vector graphics
- Using image masks
- Wrapping text around images

#### Colour Basics

- Working with swatches
- Creating custom colours
- Applying colour to text and frames

#### Prior to Print

- Spell checking
- Exporting files as PDF for print
- Exporting files as PDF for web

#### Packaging an InDesign document