

# Adobe InDesign — Basic/Intermediate



## At a glance

Adobe InDesign is a robust and easy-to-use design and layout program. With it you can create documents of many types, from single-page advertisements and flyers, to complex multi-page colour publications. This course is suitable for those who are responsible for creating material including newsletters, brochures, and flyers. At the end of this course you will be able to confidently create well-structured documents in a timely fashion.

## Previous experience required

You need to have basic knowledge of the Macintosh or Windows operating system and you are expected to have used other common business software.

## Length of the course

2 full days (14 teaching hours)

9 a.m to 4.30 p.m

## Pricing details

\$675 including GST.

The cost of the course includes teaching hours, course manuals, lunch, morning and afternoon tea.

Course participants are able to email their course tutor after the course to clarify details of techniques covered.

Discounts are available to members of the Digital Village and sometimes for multiple bookings. Please talk to the Training Manager at Team Digital.

## Where the course will be held

The course is held at Team Digital's Training Centre at 268 Lord Street, Perth. The centre is located on Lord Street, just north of its intersection with Bulwer Street. We are on a main bus route and within 5 minutes walk of East Perth railway station. Ample car parking is also available.

## How this course is delivered

The course is facilitated by an ACE (Adobe Certified Expert) with formal training qualifications. The instructor has had many years working in the industry using the application and similar applications.

Class sizes are kept low (typically 6-8 people) so each participant can receive personal attention in a friendly environment.

Everyone has an Apple G4 or Pentium IV computer fitted with a quality 17 inch LCD display. The facilitator has projection equipment.

## Course assessment

The course will comprise a number of learning outcomes with each outcome being assessed on its completion. Assessment will be principally through the use of hands on exercises that each participant will be required to complete. In addition, a number of questions will be addressed to the group in order to clarify their understanding of the topics cover

*"Excellent trainer, thanks. Exercises were good and essential to absorb the theory"*

— Customer comment from Evaluation Form

## Course Outcomes

Understand the creation of a document

Create and modify text for headlines and body copy

Draw simple objects

Place and modify imported graphics

Create and apply colour to the document

Understand the basics of creating a multi page document

Learn skills to assist in the efficient production of a document

Understand how to turn the document into a pdf or to send it to a commercial printer

Learn many tips and tricks along the way

Ask questions that relate to your specific needs

## Course structure

### Understand the Creation of a New document

The way defaults work

Understand and manage the Palettes

Guides and Grids

Open an existing Pagemaker or Quark document and continue to work on it in InDesign

Create a new InDesign document from scratch

### Working with Text

Create and modifying text

Place text from other applications

Work with columns and text flow

Work with Tabs and Tables

Use Styles to easily format a lengthy document

### The drawing tools and colour

Create a basic shape

Learn how to change the objects stroke and contents

Understand the use of the pen tool to create a more complex shape

Create interesting text effects with text on a path

Understand how colour works in InDesign to create your colour document

## Why learn at Team Digital?

- ✓ Adobe Authorised Training Provider
- ✓ Small class sizes
- ✓ Industry experienced trainers
- ✓ Easy parking and public transport

## Putting photos and other graphics into your document

Understand how to place graphics and resize/crop them

Add features to your graphics such as drop shadows and feathering of the edges

Wrap text around your graphics to create eye catching layouts

## Introduction to Multi-Page Documents

Learn how to efficiently set up a multi page document using Master Pages and the Pages Palette

Understand text flow between pages

Learn how to number and section a document plus create a simple Table of Contents

## Feel confident sending your document to the printer

Demystifying PDF's

Package the document up to send off to the printer

Understand the importance of the Links palette

Learn about several other utility palettes to make your job easier

## How to enrol

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