COMPUTER TRAINING

InDesign Principles

The Purpose And Process Of Graphic Design Understanding Page Layout Understanding Grids Understanding Typography Understanding Typefaces Understanding Paper Putting It All Together

InDesign Basics

Starting Adobe InDesign CS2 **Opening An Existing Document** Understanding The Document Window Understanding Palettes **Displaying And Hiding Palettes** Floating And Docking Palettes Saving The Workspace Navigating A Document Zooming A Document Using Keyboard Shortcuts Using Shortcut Menus Saving And Closing An Existing Document

Tools

Understanding The Tools Palette Selecting Tools Understanding Frames And Shapes Selecting Objects Creating Frames And Shapes Selecting Text Understanding The Line Tools Using The Transform Tools Using The Navigation Tools

Creating Documents

The Project Understanding Documents Creating A Blank Document Saving A New Document **Understanding Master Pages** Creating Ruler Guides Setting Document Bleed And Slug Changing Screen Views Creating Master Pages Inserting Auto Page Numbering Applying A Master To Pages Adjusting Column Guides

Text

Creating Text Frames Creating Text Frames Threading Text Frames Assignment Threading Text Frames Typing Text In Text Frames Importing Text From A Word Document Importing Word Documents Editing Text In Place Editing Text Using The Story Editor Using Glyphs

Formatting Text

Applying A Typeface And Type Style Changing Font Size And Leading Changing The Vertical Text Alignment Changing The Horizontal Text Alignment Applying An Indent Applying A First Line Indent Adjusting Kerning Adjusting Tracking Setting Tabs Setting Drop Caps Applying Subscript Or Superscript To Text Creating A Bulleted List

Graphics

Understanding File Formats Placing Graphics Placing Graphics Fitting Graphics Positioning Graphics Within A Frame Using Adobe Bridge To Place Graphics Using The Links Palette Placing InLine Graphics Embedding Graphics Creating A Clipping Path Applying Text Wrap Adjusting Text Wraps Creating A Caption Changing Display Performance

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Layers

Understanding Layers Understanding The Layers Palette Creating A Layer Assigning Objects To Layers Naming And Colouring Layers Hiding And Viewing Layers Reordering Layers

2

Colour

Understanding Colour Terminology	D
Creating And Adding Process	Α
Colours	
Creating Spot Colours	Υ
Applying Fill Colour	
Applying Stroke Colour	
Creating A Tint	D
Creating A Gradient	_
Removing Colour	U
-	R
Objects	1
	Α
Understanding Objects	_
Creating Objects	Т
Modifying Objects	
Creating Objects	I
Creating Objects Using Pathfinder	0
Duplicating Objects	
Arranging Objects	N
Grouping Objects	
Aligning And Distributing Objects	

Formatting Objects

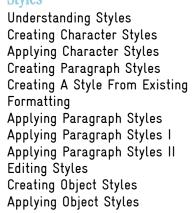
Creating An Outline

Placing Graphics In An Outline

Applying Corner Effects To An Object Applying A Drop Shadow To An Object Applying Transparency To An Object Applying Feathering To An Object Using The Eyedropper Tool Creating A Snippet Inserting A Snippet Inserting Snippets

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Tables

Understanding Tables Creating A Table Selecting Tables And Table Cells Entering Text In Table Cells Deleting A Table And Table Contents Importing A Microsoft Excel Table Adjusting A Table Formatting Text In A Table Aligning Text In Table Cells Applying Colour To Tables

Preparing For Printing

Running A Preflight Check Printing A Document Defining A Print Preset Understanding Ink Handling Terms Adjusting OverPrint And Trap Settings Creating A Postscript File Exporting A PDF Soft-Proofing Packaging A Document



DAY DURATION

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