

## 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

## Layers

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

## Colour

Understanding Colour Terminology  
 Creating And Adding Process Colours  
 Creating Spot Colours  
 Applying Fill Colour  
 Applying Stroke Colour  
 Creating A Tint  
 Creating A Gradient  
 Removing Colour

## Objects

Understanding Objects  
 Creating Objects  
 Modifying Objects  
 Creating Objects  
 Creating Objects Using Pathfinder  
 Duplicating Objects  
 Arranging Objects  
 Grouping Objects  
 Aligning And Distributing Objects  
 Creating An Outline  
 Placing Graphics In An Outline

## Formatting Objects

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

2

D  
A  
Y  
  
D  
U  
R  
A  
T  
I  
O  
N

## Styles

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating A Style From Existing Formatting
- Applying Paragraph Styles
- Applying Paragraph Styles I
- Applying Paragraph Styles II
- Editing Styles
- Creating Object Styles
- Applying Object Styles

## 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

2  
D  
A  
Y  
D  
U  
R  
A  
T  
I  
O  
N

Microsoft & Adobe Specialist

0402 925 728 & 0425 728 816

support@gmcomputertraining.com.au

www.gmcomputertraining.com.au