



InDesign CS6 Introduction

Course Content

General Outline

InDesign is an industry-standard application for producing professional reports, brochures, flyers, books and other graphics-intensive documents. This course will show you how to set up your document, add and manipulate text and graphics, and produce complex documents.

The course is practically-oriented and is thus concerned with applying InDesign's features to creating and enhancing the professionalism of your documents and publications. In this way, the course is made as relevant as possible for you.

The emphasis in our course is on the importance of planning your publication before the computer stage so that time is not wasted later. We'll cover the basics of considering your audience and the main message you want to get across, because these are the important issues to think about first.

We'll investigate the different types of layouts that are possible for different types of publications, and then we'll see how to set those up in InDesign.

We'll look at important techniques for combining and formatting graphics and text, and we'll consider the main design issues so that your message is effective and doesn't get lost.

Finally, we'll look at the different ways to output your publication, which should also be one of the first considerations in your planning. We'll touch on converting your publication to a web site for online viewing and also to Acrobat PDF for sending to a commercial printer who might not be totally compatible with InDesign.

Bring along your specific questions and problems and, if you have some, examples of what you've been producing. We can then show you how to create or improve on those designs with InDesign.

Client Reviews

"Easy to understand. The graphics area will be helpful."

Sheryl, Arts Technician

"Clear step by step instructions, I thought it would be more complicated."

Lisa

"Very practical - no unnecessary steps. Gives me more understand of how the program works"

Lisa, PR Officer

"Mark's willingness to address my specific concerns."

Simone

"Excellent facilities and training equipment. Using InDesign will change the way all our communication is presented."

Fionne, Communications



Duration & Rate:

- ◆ 1 day public course (\$440) OR
- ◆ 3 x 1-hour online (\$132) OR
- ◆ Closed / Onsite (inquire)

Prerequisites:

No experience using Indesign is assumed nor required. Participants should be familiar with using a Windows PC.

Public Course Includes:*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

How to Book:

- ◆ Phone us on **(02) 6041 2711**.
- ◆ Email us at **office@classtraining.com.au**
- ◆ Book online at **www.classtraining.com.au**

Detailed Course Outcomes

Introduction Course (1 day)

- ◆ Plan and sketch 'roughs' of the publication
- ◆ Set up the page for paper size, margins, etc
- ◆ Place, position and manipulate text files
- ◆ Use word processing features
- ◆ Format text with design elements
 - ⇒ font, size, colour
 - ⇒ drop caps
 - ⇒ bullets
 - ⇒ reversed type
 - ⇒ spacing before and after, etc
- ◆ Use styles to apply text formatting globally
- ◆ Place, position and scale graphics on the page
- ◆ Use the mouse for approximate formatting
- ◆ Use the control palette for accurate formatting
- ◆ Create regular and irregular text wraps
- ◆ Rotate and skew text and graphics
- ◆ Format 'master pages' with:
 - à columns and gutters
 - à headers and footers
 - à other Master Page elements
- ◆ Define and use templates and styles to automate text formatting and layout
- ◆ Create and apply colours using the colour palette.
- ◆ Export your publication to PDF for use online or with commercial printers.

Course Delivery Options:

This course can be delivered:

- ◆ as a public course with maximum ten (10) participants.
- ◆ onsite in your training rooms, and with optional laptops/notebooks.
- ◆ as one-on-one executive or small group courses.

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

- ◆ Use of a fast PC – one person per PC.
- ◆ An extensive training manual of step-by-step exercises.
- ◆ Refreshments.
- ◆ Certificate of attendance listing the outcomes covered.
- ◆ Support via phone, fax or e-mail for content covered.
- ◆ Support from our online Help Desk and Knowledgebase.
- ◆ Answers to your specific queries.

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