



InDesign Essentials & Beyond

Course Content

General Outline

This course will show you how to set up your publication, add and manipulate text and graphics, and produce complex documents.

The course is practically-oriented and shows you how to use InDesign's features to create and enhance your projects.

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. **Bring along your specific questions and problems and, if you have some, examples of what you've been producing.**

Detailed Course Outcomes

- ◆ Set up the **master page** for margins, grids/guides, etc.
- ◆ Place, position and manipulate **text files**.
- ◆ Format text with **design elements**.
- ◆ Use **styles** to apply text formatting globally.
- ◆ Place, position and format **graphics** on the page.
- ◆ Create regular and irregular **text wraps**.
- ◆ Apply **special design effects** to text and images.
- ◆ Format '**master pages**' with headers/footers and other repeating elements.
- ◆ **Export** your publication to PDF for use online or with commercial printers.

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 really improve the way all our communication is presented."
Fionne, Communications



Delivery & Duration

- ◆ 1 day public course, **OR**
1 x 3-hour online session **OR**
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/13-indesign-
essentials-beyond/](http://classtraining.com.au/coursedates/13-indesign-essentials-beyond/)

Prerequisites

No experience with **InDesign** is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:
office@classtraining.com.au
- ◆ Book online:
[classtraining.com.au/coursedates/
13-indesign-essentials-beyond/](http://classtraining.com.au/coursedates/13-indesign-essentials-beyond/)

