



Adobe InDesign C6

Course Details

Course Code: INF539

Duration: 2 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Links:

- View this [course on our website](#)
- View the [course schedule](#)
- [Enquire about this course](#)

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in this courseware will allow the learner to create a variety of documents, both print-based and digital. The learner will be able to create a variety of documents ranging from simple text documents through to complex brochures and flyers with detailed graphics and advanced formatting features.

Audience Profile

Adobe InDesign CS6 Module 1 is designed for users who are keen to use Adobe InDesign CS6 to create a variety of documents, both print based and digital.

At Course Completion

After completing this course, students will be able to:

- work comfortably with the InDesign screen and workspace
- work with a broad range of InDesign tools
- create new documents in InDesign
- work with text in a document
- format text using a variety of techniques
- work with graphical elements in a document
- create and work with layers
- bring excitement to your documents with colour
- draw and work with object shapes
- create and apply styles
- create and work with tables
- create and work with alternate layouts for the same document
- prepare your document for a variety of printing options

Prerequisites

Before attending this course, students must have:

This courseware assumes little or no knowledge of Adobe InDesign CS6 software. However, it would be beneficial to have a general understanding of personal computers and the operating system environment.

Academy IT Pty Ltd

Harmer House
Level 2, 5 Leigh Street
ADELAIDE 5000

Email: sales@academyit.com.au

Web: www.academyit.com.au

Phone: 08 7324 9800

Brian: 0400 112 083

InDesign Basics

- Starting Adobe InDesign CS6
- Opening An Existing Document
- The InDesign Workspace
- Understanding The InDesign Workspace
- Understanding Panels
- Displaying And Hiding Panels
- Floating And Docking Panels
- Working With Workspaces
- Creating A Custom Workspace
- Navigating A Document
- Zooming A Document
- Using Keyboard Shortcuts
- Using Shortcut Menus
- Saving And Closing A Document

The Tools Of InDesign

- The Tools Panel
- Selecting Tools For Use
- Understanding Frames And Shapes
- Selecting Objects
- Creating Frames And Shapes
- Selecting Text
- Understanding Line Drawing
- Using The Line Tools
- Using The Transform Tools
- Using The Viewing Tools
- Using The Content Collector

Creating InDesign Documents

- The Document Project
- Understanding Document Presets
- Adjusting The Units Of Measure
- Creating A Document Preset
- Creating A New Document
- Saving A New Document
- Understanding Master Pages
- Working With Pages
- Creating Ruler Guides
- Setting Document Bleed And Slug
- Changing Screen Views
- Creating Master Pages
- Inserting Auto Page Numbering
- Applying A Master Page
- Adjusting Column Guides

Working With Text

- Creating Text Frames
- Creating Text Frames

- Threading Text Frames
- Threading Text Frames
- Typing Text Into Frames
- Importing Text From Microsoft Word
- Importing Word Documents
- Editing Text In Place
- Editing Text With 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
- Creating A Bulleted List

Working With Graphics

- Understanding File Formats
- Placing Graphics In A Document
- Placing Graphics
- Making A Graphic Fit
- Positioning Graphics Within A Frame
- Preparing To Use Adobe Bridge
- Using Adobe Bridge To Place Graphics
- Using The Links Panel
- Placing InLine Graphics
- Copying InLine Graphics
- Embedding Graphics
- Creating A Clipping Path
- Applying Text Wrap
- Adjusting Text Wrap
- Creating A Caption
- Changing Display Performance

Layers

- Understanding Layers
- Understanding The Layers Panel
- Creating A Layer
- Assigning Objects To Layers

- Naming Layers And Assigning Colours
- Hiding And Viewing Layers
- Reordering Layers

Working With Colour

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

Drawing Objects

- Understanding Objects
- Creating Objects
- Modifying Objects
- Creating Objects Assignment
- 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
- Applying A Drop Shadow
- Applying Transparency
- Applying Feathering
- Using The Eyedropper Tool
- Creating A Snippet
- Inserting A Snippet
- Inserting Snippets Assignment

Working With Styles

- Understanding Styles
- Creating Character Styles
- Applying Character Styles
- Creating Paragraph Styles
- Creating A Style From Existing Formatting
- Applying Paragraph Styles
- Applying Styles Assignment 1
- Applying Styles Assignment 2
- Editing Styles
- Creating Object Styles
- Applying Object Styles

Working With Tables

- Understanding Tables
- Creating A Table
- Selecting Tables And Table Cells
- Entering Text In A Table Cell
- Deleting A Table
- Importing A Spreadsheet Table
- Adjusting A Table
- Formatting Text In A Table
- Aligning Text In A Table
- Applying Colour To Tables

Alternate Layouts

- Understanding Alternate Layouts
- Previewing Liquid Layout
- Applying Liquid Layout Rules
- Constraining Specific Objects
- Applying Rules To Other Pages
- Creating An Alternate Layout
- Splitting The Document Window

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 To PDF
- Soft Proofing
- Packaging A Document