

Adobe InDesign CS3: Introduction



Duration: **1 Day** Course Code: **A-12570**

This course is designed for students needing to quickly get familiar with Page Layout and Desktop Publishing using Adobe's InDesign CS3.

Learning Outcomes

By the end of this course students will be able to start Adobe InDesign explore elements of the environment, use help effectively, create a document, add basic elements to a document, position elements precisely by using guides and control panel, create a facing-pages document, create master pages and apply master pages to a document, thread text between text frames, add jump lines, adjust the number of columns in a text frame, use the paragraph formatting controls to apply paragraph formatting, use find/change to replace formatting, create and edit paragraph and character styles, position text in text frames and format frame borders, add PhotoShop images to documents, adjust text wraps, modify graphics and nest frames, group items and manipulate items within a group, create layers and assign items to them, print finished documents, create print styles and export documents to PDF, prepare documents ready for commercial printers, convert document files from other applications and use Adobe Bridge.

Prerequisites

This course is designed for students with a basic or no knowledge of Desktop Publishing and Adobe InDesign CS3.

Getting Started with InDesign

- The Adobe InDesign environment
- Using InDesign Help

Basic documents

- Creating New documents
- Using Custom colours
- Modify Item position

Structuring multi-page documents

- Multi-page documents
- Create Master pages

Typesetting

- Text frame threading
- Paragraph formatting
- Create/modifying Styles

Modifying items

- Using Text frames
- Working with Graphics
- Grouping/ungrouping items
- Working with Layers

Finalising documents and setting defaults

- Outputting documents
- Commercial printing preparation
- Working with Adobe Bridge
- Preferences and defaults

