



<http://www.multimediacentre.co.za>

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Adobe InDesign level 1 course content (2-day)

Course Description:

This course is focused on editing and creating layouts for brochures, newsletters, books, magazines and even interactive documents.

Learning Objectives:

This course will get you started with the basic concepts of InDesign and give you a path to continue your mastery of the application. This is a great primer for those seeking their Adobe certification.

After taking this course you will be able to:

- Customize the InDesign interfaces
- Edit an existing InDesign document
- Setup a new InDesign document
- Work with text and typography
- Use Styles to format text
- Access hidden text characters using the Glyphs panel
- Import and edit text, images and graphics from other applications
- Edit text and graphics Frames
- Create and manage layers for more organized InDesign documents

Target Audience:

This course is for anyone involved with desktop publishing - magazines, collateral material, ads, DVD covers, and even books can be created with InDesign. This is a great course for beginners just starting out with the tool.

Course Outline:

1. Getting Started

- Topic A: The Adobe InDesign environment
- Topic B: Preferences and defaults
- Topic C: InDesign Help

2. Basic Documents

- Topic A: New documents
- Topic B: Text frames
- Topic C: Graphics frames
- Topic D: Custom colours

3. Guides and Master Pages

- Topic A: Object positioning
- Topic B: Master pages

4. Typesetting

- Topic A: Text frame threading
- Topic B: Paragraph formatting
- Topic C: Styles

5. Modifying Items

- Topic A: Text frame options
- Topic B: Graphics
- Topic C: Grouped items
- Topic D: Layers

6. Finalizing Documents

- Topic A: Printing and exporting documents
- Topic B: Preparing for commercial printing

Adobe InDesign level 2 course content (2-day)

Course Description:

This course is directed towards InDesign users and publishing professionals with a basic working knowledge of InDesign. The focus of this course is on some of the finer points of desktop publishing with InDesign including creation of interactive documents.

Course Outline

1. Efficient layout

- Topic A: Document setup
- Topic B: Tint and gradient swatches
- Topic C: Object libraries and snippets
- Topic D: Item spacing

2. Vector paths

- Topic A: Creating vector paths
- Topic B: Vector paths and pictures
- Topic C: Vector paths and type

3. Typography

- Topic A: Manual type resizing
- Topic B: Automated styles
- Topic C: Graphics in typography
- Topic D: Precise leading control
- Topic E: Composition, hyphenation, and justification
- Topic F: Horizontal spacing

4. Graphics

- Topic A: Layer comps
- Topic B: Transparency
- Topic C: Object styles
- Topic D: Transforming objects

5. Tables

- Topic A: Creating tables
- Topic B: Changing table structure
- Topic C: Formatting tables

6. Text Editing

- Topic A: The story editor
- Topic B: The CS Review panel
- Topic C: Special characters
- Topic D: Column, frame, and page breaks

7. Long Documents

- Topic A: Sections
- Topic B: Tables of contents
- Topic C: Indexes and cross-references
- Topic D: Books
- Topic E: Footnotes