

# InDesign Private Training

In this private training, you learn to lay out a multi-page document, insert photos, create text styles, master documents and pages, flow in copy from Microsoft Word, and print documents

## Course Outline

### Lesson 1—Getting to Know the InDesign Work Area

- Tools, submenus and palettes
- Setup up a new document
- Creating document
- Viewing the Document

### Assignment 1: New Document Set up

### Lesson 2—Working with Typography

- Creating Text Frames
- Flowing copy
- Changing fonts and paragraph alignment
- Importing copy and entering it into frames
- Text frame options
- Spell Checking

### Assignment 2: Text Ad

### Lesson 3—Working with Color

- Applying color to objects
- Creating dashed lines
- Working with gradients
- Creating and applying swatches and gradient swatches
- Creating a tint
- Multicolor gradient

### Assignment 3: Create Coupon

### Lesson 3—Working with Images

- Placing graphics
- Stacking and text wrap
- Align multiple objects

### Project 1: Nightclub Postcard

### Lesson 4—Master Pages and Grids

- Creating Master pages
- Linking Master pages
- Editing master page items
- Keep spreads together and deleting pages
- Guides, preferences baseline grid
- The Layers palette

## Assignment 4: Set up Master Pages for Newsletter

### Lesson 5—Style Sheets and Fine-Tuning Text

- Different text flow options
- Creating and applying styles
- Importing Styles from another document
- Creating a footer and Special Characters
- Finding and changing formatting and special characters
- Finding and changing a missing font
- Creating text on a path
- Working with tabs
- Drop shadows

## Assignment 5: Update Newsletter

### Lesson 6—Image Manipulation in InDesign

- The Links palette and how to update and edit graphics in other applications
- Changing display settings
- Clipping Pages (Removing a white background)
- Examining Photoshop paths and alpha channels
- Importing Illustrator files
- Placing PDF files

## Assignment 6: Adjust Images for Catalog Spread

## Assignment 7: Apply Color Blends to Brochure

### Lesson 7—Preparing Files for Print

- Preflight
- Transparency flattener preview
- Ink Manager
- Determining how graphics print
- Setting options for fonts
- Creating a PDF preset
- Exporting to PDF
- Packaging an InDesign File

## Project 2: Four Page Magazine Layout

## Contact

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