



InDesign Level 1 Course Outline

Introducing InDesign

- InDesign in the Publishing Workflow
- InDesign v. MS Word
- The PDF endgame
- PDF and InDesign within InDesign

The InDesign Workspace

- The InDesign Workspace
- Using the Control Panel
- Using the Toolbar
- Customising your workspace
- Setting Preferences

Navigating and Zooming

- Navigating the document
- Using the Pages panel
- Zooming
- Using the handgrabber
- Using Preview Mode

Setting up a Document

- Creating a new document
- Understanding document options
- Setting columns and guides
- Layout adjustments
- Showing and locking guides and grids

Positioning and Transforming Objects

- Selecting objects
- Scaling objects
- Rotating objects
- Using modifier keys
- Fill and stroke

Working with Text Frames

- Understanding text frames
- Setting text frame properties
- Understanding text threading
- Automatic text flow
- Smart Text flow

Text Formatting Controls

- Formatting text
- Character level formatting
- Spelling
- Paragraph-level formatting
- Additional controls

Working with Adobe Bridge

- Understanding Bridge
- Selecting and saving a workspace

Browsing folders

- Examining file properties
- Viewing metadata

Placing Images

- Placing images
- Working with graphic frames
- Using the Links panel
- Inline graphics and anchored objects

Editing and Positioning Images

- Adjusting image crop and size
- Supported image formats
- Understanding Resolution
- Supported image formats

Text Wrap and Clipping Paths

- Wrapping text around images
- Editing the wrapping path
- Using paths and channels to wrap
- Using clipping paths

Creating and Applying Colours

- Choosing a colour
- Applying a colour
- Understanding colour swatches
- Creating and editing swatches
- Key tips for using colour

Exporting to PDF

- Choosing a PDF preset
- Understanding export options
- Setting printer marks
- Setting compression options
- Creating a custom preset