



## InDesign Level 1



### About this course

InDesign is now the undisputed leader in print-based digital publishing due to its elegant interface, excellent typographical control, and relatively low price tag. This course will get you started with this powerful, yet accessible program, while introducing many of the industry's best practices along the way. The course may be taken alone but is best taken with our Level 2 course for a more thorough treatment.

If you've been using MS Word or Publisher to produce newsletters, reports or other business, marketing or communications materials then it's time to move on. InDesign is the tool of choice for everything print from postcards to posters to annual reports to magazines to encyclopaedias! This course will provide you with a solid grounding no matter what your work environment or publishing needs.

Learn how to set-up new documents, manipulate text flow, place and edit images, apply special effects, create colour swatches and set-up master pages before completing the workflow to a basic PDF file.

### About our courses

Our courses are delivered face-to-face in purpose-built training facilities. Each student has their own computer and is given personal attention to achieve their learning outcomes.

Courses may be taken "off the rack" at scheduled times or customised to your needs and delivered at your convenience.

### What you get

Fearless courses are fully catered unless otherwise indicated. All courses include comprehensive courseware and, in most cases, a CD-ROM with worked examples, additional reference material and other goodies. All students receive a certificate at the completion of the course and we now offer 90 days phone and email support following the course to assist your learning.

You may also resit the course at any time in the future at no additional charge.

### About us...

Fearless specialises in desktop training in graphic design, digital publishing, video editing and creative media. We are a national organisation with training facilities around Australia. Contact our office during business hours for further details.

Booking Form • Tax Invoice • ABN: 43 093 841 779

Fax: (02) 9475 5442

### Available start dates

- Thu, 16th Sep 2010
- Thu, 14th Oct 2010
- Tue, 16th Nov 2010

### Course location

Level 1,  
108 Bunda St  
Civic - Canberra City

### Please email, fax or post the form to:

PO Box 148  
Civic Square ACT 2608  
Email: [courses@fearless.net.au](mailto:courses@fearless.net.au)  
Tel. 1300 738 797 • Fax (02) 9475 5442

### Delegate 1

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Delegate 2 (please attach details for any additional delegates)

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Course fees

\$795.00 for 1 day

#### Please note:

- Fee indicated above is for one day but day-pass pricing options may apply. Check our site or get in touch with our office to confirm pricing options.
- Discounts apply to groups: 5% for 2; 7% for 3; 10% for 4 or more.

### Payment options

Fees must be paid at time of booking unless other arrangements have been made.<sup>1</sup>

- I enclose a cheque to Fearless Media Group Pty Ltd
- I wish to pay by direct deposit (EFT) to<sup>2</sup>:

**Account:** Fearless Media    **Acct Number:** 135477    **BSB:** 037010

- Please debit my credit card...
- Visa     Mastercard     Amex<sup>3</sup>     Diners<sup>3</sup>

Card number: \_\_\_\_\_

Card expires: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signed: \_\_\_\_\_

- Please send the account (receipt or invoice) to<sup>1</sup>:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- 1 Payment by invoice available by prior arrangement only please.
- 2 Please email remittance advice to [accounts@fearless.net.au](mailto:accounts@fearless.net.au)
- 3 Amex and Diners cards attract a 3% surcharge.



## 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