



## InDesign Masterclass



### About this course

If you've completed our 3 day InDesign Essentials course or if you've been using the application for a while then this one-day workshop is for you. The course is designed to assist both new-comers and those with more experience who have been confounded by inconsistent colour, poor print quality and unpredictable results. It is also for those seeking a greater understanding of typography, colour, PDF and the graphic arts workflow in a commercial environment. This course picks up where InDesign Essentials finishes, providing more in-depth knowledge of key production areas such as pre-flighting and and separations, as well as a practical overview of the program's interactive features such as data merge, hyperlinked tables of contents, bookmarks, embedded movie files and document security. The course will begin with a revision of export and printing features before moving on to specific areas which often cause problems such as using the Output Preview features, creating consistent colour, colour management techniques, transparency and the PDF workflow.

### 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 an y 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

Please get in touch with our office for available dates.

### Course location

Level 2,  
Paton Building  
115 Elizabeth St  
Melbourne

### 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

\$995.00 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:  
**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: \_\_\_\_\_

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



## InDesign Masterclass Course Outline

### Advanced Image Handling

- Taking images further
- Image linking
- Applying Image effects
- Using Object Styles
- Object Layer Options
- Working with clipping paths
- Inline and anchored images
- Tips for working with images

### Effects and Transparency

- Working with blend modes
- Flattening
- Clipping paths
- Advanced text wrap
- Working with Effects
- Applying shadows and glows
- Applying feathering
- Directional and gradient feathering

### Advanced Colour

- Spot colour swatches
- Creating a tint swatch
- Creating mixed ink swatches
- Creating mixed ink groups
- Working with gradients
- Creating gradient swatches

### Advanced Master Pages

- Duplicating and copying masters
- Creating dependent masters
- Setting up sections
- Changing section numbering
- Inserting section and page numbers
- Allowing pages to shuffle

### Colour Management and Pre-Press

- Working with commercial printshops
- Choosing the right colour profile
- Proofing and soft-proofing for offset press
- Using Bridge to Synchronise colour settings

### Typography in InDesign

- Using the Glyphs Panel
- Understanding Pro font extensions
- Inserting break characters
- Inserting special characters
- Using the Tab Panel
- Using the Story Panel

### Bulleted and Numbered Lists

- Understanding ordered lists

### Defining lists

- Applying lists to styles
- Restarting lists

### Advanced Styles

- Importing and embedding styles
- Word import options
- Nested styles
- Bulleted and numbered lists

### Books, Indices and TOC

- Creating a book
- Creating indices
- Tables of contents
- Tables of contents styles

### Pre-press Controls

- Output preview controls
- Separations Preview
- Ink Limit controls
- Transparency flattening
- Colour settings
- Color Management Policies
- Trapping
- Using the Ink Manager

### Press-Ready PDF

- Printing to Adobe PDF
- Understanding PostScript
- Compression and resolution
- Creating printer marks
- Colour management policies

### Variable Data Features

- Understanding variables
- Defining text variables
- Converting variables to text
- Automation and merging
- Creating a merged document

### Working with XML

- Understanding XML
- Showing structure
- Showing tag markers
- Creating tagged frames
- Importing XML data