

Introduction

This Single day (6 hour) course is aimed at new users of InDesign.

New Document Setup

- Starting a new document
- Number of Pages
- Facing Pages
- Master Text Frame
- Page Size
- Orientation

Moving from Page to Page

Magnification

Measurement units and Rulers

Ruler Guides

Changing the zero point

The Toolbox

- What does each tool do?

Drawing (brief)

Selecting objects

Paths (brief)

Transform Palette

Eyedropper Tool

Arranging Objects

- Group/Ungroup, Bring to Front/Back etc.
- Aligning and distributing objects
- Locking object position

Applying Colour

- Using the Toolbox
- Working with Swatches
- Using the Color palette
- Edit the fill or stroke color of selected text or objects using the Color palette
- About Tints
- About Transparency

Gradients

Text

Text Frames and entering Text

Placing text

Selecting Text

Formatting Characters

Font

Type Size

Leading

Baseline Shift

Kerning and Tracking

Horizontal/Vertical Scale

Formatting paragraphs

Horizontal Text Alignment

Paragraph Spacing

Indents

Tabs

Drop Caps

Aligning and justifying text vertically

Controlling paragraph breaks

Changing the color and gradient of type

Inserting common symbols, spaces, and hyphens

Hyphenation and Justification

Spelling

Find/Change

Adding column, frame, and page breaks

Editing and updating a linked text file

Text Wrap

Creating path type

Text import filters

Styles

Graphics

Placing a graphic

Managing links and embedded graphics

Pages Palette

Master Pages (Brief)

Sections (Brief)

Layers

Printing

Keyboard Commands

Tables (Brief)