

McMillan Bird

InDesign

Watsonia courseware (additional fee for manuals)

Duration: 2 days

Course Aim:

The aim of this course is to cover the skills required to produce professional looking newsletters, brochures, pamphlets, flyers, magazines, books and other high quality documents.

Learning Outcomes

At the completion of this course participants will be able to:

- Open an existing document; identify components of the InDesign document window; use the Toolbox, palettes, and navigation tools and options; create a new document; add text and pages to a document; save and close the document; place an image in a master page; and insert auto page numbers.
- Import text, thread, and unthread text frames; format text by using the Character and Paragraph palettes; create and modify character and paragraph styles; use the Tabs palette; edit text by using the story editor; and use the Find/Change command and Check Spelling dialog box.
- Create basic shapes; select and transform objects by using the Selection, Scale, Rotate, Shear, and Free Transform tools; copy and duplicate objects; create and modify text outlines; and arrange, align, group, and ungroup objects.
- Create paths by using the Pencil and Pen tools; edit paths by using the Selection, Direct Selection, Anchor Point, Smooth, Erase, and Scissors tools; and create text effects by adding text to a path.
- Create and apply color swatches, use the Color palette, create and apply gradients, control an object's transparency, apply stroke options, and use the Eyedropper tool to copy and apply stroke and fill attributes.

Training