

Course overview:

InDesign CS2: Basic

(S633eng)



www.courseware.co.uk
sales@courseware.co.uk

Overview and objectives

This 1-day course teaches students how to use Adobe InDesign CS2 to design professional looking documents and print layouts. Students will cover a broad scope of topics that will provide an overview of the application so that they can start creating documents right away. They will learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print

Students will learn how to:

Start Adobe InDesign and explore elements of the environment, create a new document and add basic elements to a layout, and position elements precisely by using guides and the Control palette.

Create a facing-pages document, create master pages, and apply them to a document.

Thread text between text frames, add jump lines, and adjust the number of columns in a text frame; use the Paragraph Formatting Controls to apply paragraph formatting and Find/Change to replace formatting; and create and edit paragraph and character styles.

Position text in text frames and format frame borders; add Photoshop images to documents, adjust text wraps, modify graphics, and nest frames; group items, and manipulate items within a group; and create layers and assign items to them.

Print documents, create print styles, and export documents to PDF; and prepare documents for commercial printing.

Who should attend?

Students taking this course should be familiar with Microsoft Windows 2000 or XP, and they should have basic-level word processing skills.

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Course contents

Getting started

- The Adobe InDesign environment • Basic documents • Item position

Structuring multi-page documents

- Multi-page documents • Master pages

Typesetting

- Text frame threading • Paragraph formatting • Styles

Modifying items

- Text frames • Graphics • Grouped items • Layers

Finalizing documents

- Outputting documents • Commercial printing preparation

Appendix A: Preferences

- InDesign preferences • Document settings

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