

Adobe InDesign

Introduction

BSBITU309 Produce desktop published documents
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

10.5 hours

Cost

\$550 GST Exempt
Includes training manual

Prerequisite

Experience with Microsoft Windows and use of a mouse.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use InDesign.

Methodology

Group and individual instruction, hands on, practical exercises, visual aids, comprehensive course documentation.



NATIONALLY RECOGNISED
TRAINING

For bookings contact:

Tel: (08) 8941 2344
Training@dhrc.com
www.dhrc.com
RTO # 6893

Expected Outcome

By the end of the course the participant should be able to:

- Start Adobe InDesign, explore elements of the environment and use InDesign Help.
- Create a document, add basic elements to a layout and position elements precisely by using guides and the Control Panel.
- Create a facing-pages document; create master pages and apply master pages 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; use 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; prepare documents for commercial printing; convert document files from other applications and use Adobe Bridge.

CONTENT

Getting started

- The Adobe InDesign environment
- InDesign Help

Basic documents

- New documents
- Custom colours
- Item position

Structure multi-page documents

- Multi-page documents
- Master pages

Typesetting

- Text frame threading
- Paragraph formatting
- Styles

Modifying items

- Text frames
- Graphics
- Grouped items
- Layers

Finalising documents and setting defaults

- Outputting documents
- Commercial printing preparation
- Adobe Bridge
- Preferences and defaults

Working with fills and colours

- Swatch libraries
- Gradients
- Transparency

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