

# 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

\$495 GST– Exempt  
includes training manual

#### Prerequisite

Experience with 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.

#### Competency Assessment

This will be issued to trainees upon completion of training session.

### Expected Outcomes

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



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TRAINING

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